# Youth Services Associate

Under the supervision of the Library Director and the Youth Services Librarian, this position provides support services for the Children's Librarian and patrons.

**Responsibilities:**

- Assist the Youth Services Librarian in day-to-day youth services department operation
- Assists children and their families with reference and reader's advisory service.
- May develop, publicize, present and/or assist with library programs
- Organize special displays, bulletin boards, Makerspace activities, crafts etc.
- Performs other related work as assigned.

**Knowledge and Abilities**

- Knowledge of library methods and procedures, and ability to apply them to library operations.
- Ability to communicate effectively and courteously with the public and staff both in person and on the telephone
- Ability to operate library business machines properly. For example: telephone, copy machine, printer, fax machine, etc.
- Ability to gather statistics
- Knowledge of computer software and automated resources available at the Town Hall Library
- Keyboarding and filing ability
- Working knowledge of English grammar and spelling
- Willingness to maintain skills in above-mentioned areas through active participation in appropriate library learning experiences

**Education and/or Experience**

- High school diploma or GED required; college degree preferred
- Some computer knowledge/experience required
- Some customer service background or previous library works desired
- Experience working with children and their family required
- Children's programming experience required

**Physical Demands of the Position:**

- Sitting, standing, walking, climbing and stooping
- Bending/twisting and reaching
- Talking and hearing; use of the telephone
- Lifting and carrying: 50 pounds or less
- Handling: processing, picking up and shelving books
- Manual Dexterity: typing, writing, filing, sorting, shelving and processing
- Pushing and pulling objects weighing 60-80 pounds on wheels
- Mobility: travel to meetings outside library

**Skills**

- Communication skills include effectively communicating ideas and information both in written and oral format
- Reading abilities include understanding information contained in memoranda, reports, bulletins, email, etc.
- Comprehension will include effectively following instructions from supervisor both in verbal and written form
- Time management skills include being able to set priorities to meet assignment deadlines