

Hanson Public Library Youth Services Associate

Summary

The Youth Services Associate is responsible for providing services to children and young adults in collaboration with other Youth Services staff.

Duties and Responsibilities

- Plans and implements programs and services that respond to the educational, cultural, and recreational needs and interests of children and young adults
- Develops and conducts programs for the Library's summer reading program
- Assists other Youth Services staff with supervising programs, and fills in to lead youth programs as needed
- Participates in public relations and publicity efforts for youth activities and services
- Creates posts for the Library's website, social media accounts, and other related platforms
- Coordinates with other Library staff to promote the Library and its services
- Assists with troubleshooting the Library's technology and equipment as needed
- Occasionally supervises and assigns duties to volunteers
- In the absence of other Youth Services staff, responsible for monitoring the condition and security of youth collections and service areas to ensure a pleasant, inviting, and safe environment for children and young adults
- Assists the Director with compiling statistics
- Selects, purchases, and withdraws materials in assigned areas of the collection
- Stays informed of contemporary issues, trends, and technology in youth services and participates in professional development opportunities to enhance relevant library skills
- Answers reference questions from children and young adults in person, over the phone, and through email
- Assists children and young adults with obtaining items through interlibrary loan, selecting reading material, and using the Library, print and online resources, the Internet, mobile apps, computer software, and a wide variety of technologies, including computers, printers, photocopiers, and mobile devices
- Staffs the circulation desk and performs circulation duties as needed
- Implements special projects and performs related work as required, as directed, or as the situation dictates

Knowledge, Skills, and Abilities

- Ability to establish and maintain effective, cooperative, and positive working relationships with staff, volunteers, town officials, community organizations, the media, and the public
- Capable of dealing in a tactful and courteous manner with a wide spectrum of people in an atmosphere of sometimes noisy activity
- Exceptional written and oral communication skills
- Knowledge of current library principles, policies, procedures, practices, technology, services, and materials

- Dedication to deliver outstanding customer service
- Capable of performing a variety of duties with accuracy, close attention to detail, good judgment, and initiative
- Skilled at moving between tasks with patience, flexibility and ease
- Experience with operating and troubleshooting a variety of technology and associated software
- Ability to analyze issues independently and objectively, formulate long range organizational plans, and put them into operation
- Knowledge of children's literature
- Understanding of child behavior and development
- Ability to develop and administer a variety of programming for children and young adults, which may include reading aloud, singing, and movement

Qualifications

- Associate's degree required, bachelor's degree preferred
- Minimum of one year of experience in professional public library work
- Experience working with children and teens in a learning or educational setting
- Demonstrated knowledge of computers and technology required
- Familiarity with SirsiDynix Workflows preferred
- Willingness to work evenings and weekends