

JOB DESCRIPTION
Essex County, VA

Job Title	Library Youth Services Specialist
Department	Library
Category	Full Time
FSLA	Non-Exempt
Pay Grade	
Report to:	Library Director
Supervises:	Supervise Teen Volunteer for their Community Service

JOB SUMMARY/PURPOSE

This position performs responsible technical and administrative work in assisting with a broad range of public library functions, including but not limited to, programming, materials selection, community outreach, and patron assistance as it relates to early child development and focus on children and their parent's needs. Develops programs for youth services in the library and conducts outreach to the schools to promote the use of the Library. Also serves as a Library Assistant as needed. The Library Youth Services Specialist is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

ESSENTIAL JOB FUNCTIONS

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Plans and conducts preschool story hour and other programs for parents and children;
- Plans and conducts a summer learning program for children ages preschool through teens;
- Plans and conducts a book discussion group for interested children;
- Communicates with home schoolers, teachers, students, parents and community members to help improve library services;
- Provides attractive displays and settings to encourage reading. Plans and conducts occasional special programs after school or around holiday;
- Hires special performers in conjunction with the summer and annual programs;
- Assists library patrons, primarily children and their parents, in finding material they want, answering reference questions and providing reader's advisory;
- Plans for and orders craft supplies and any other items needed for children's programming;
- Organizes and gives tours of the library and its services to school groups, etc.;
- Composes and prepares public relations materials such as news releases, flyers, brochures, etc. clearing them with the library director before they are printed or put out for the public;
- Assists in book selection of children's materials (books and av), and inventory and weeding of children's collection;
- Promotes early literacy, every child ready to read programs; promotes STEM and Art programs for youth; promotes child development through outreach with various community groups and care givers;

- Advocacy and outreach for youth through partnerships with public and private schools, middle school librarian, head start programs, book sales for youth, etc.;
- Compiles statistics on attendance of all children's programs throughout the year for the annual report and statistics on the summer reading program;
- Performs all duties of a Library Assistant as needed;
- Ensures that all work is conducted in a safe manner and all work safety practices are followed;
- Performs similar or related work as required, directed or as situation dictates;
- Assists other department staff as needed to promote a team effort to serve the public;
- Continues training; keeps current with trends of youth services in Libraries;
- Consistent on-site and on-time attendance is essential for this position based on assigned schedule.

MINIMUM REQUIREMENTS TO PERFORM WORK

Education and Experience:

- Bachelor's Degree required, or any equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for this job, supplemented by over three (3) years of library or prior experience working with children in some capacity, at school or preschool.

Licenses or Certificates:

- None

Knowledge, Skills and Abilities:

- Working knowledge of library methods and procedures;
- Knowledge of the Dewey Decimal system or the ability to learn it on the job;
- Skill to use and explain information tools and computer systems in order to assist library patrons in the effective use of library services;
- Knowledge on how to conduct story hour appropriate to preschool children, using stories, songs, fingerplays, action rhymes, etc.;
- Ability to organize, plan and conduct programs for the entire year, well in advance of carrying them out;
- Ability to communicate effectively with children, parents, staff and all library patrons in person and over the telephone;
- Knowledge in using (the library catalog), the internet, and other computer software as related to youth services;
- Ability to communicate effectively using solid reading, writing, listening and speaking skills. Ability to produce documents that accurately convey information
- Deals tactfully and courteously with the public
- Upholds established library policies and procedures
- Uses library provided means for continuing education and training. Attends training, workshops, conferences and other continuing education related to youth services as approved by the director;
- Works closely with Library Director in planning programs and maintains an effective working relationship with fellow staff members. Has a cooperative team spirit.

- Ability to work effectively in a team environment in order to promote safety and security of the institution and equal access for all inmate/ward/staff library patrons;
- Ability to understand and follow oral and written directions;
- Ability to work cooperatively with others, especially children;
- Ability to sort and file alphabetically and numerically;
- Ability to use a computer software, keyboard and mouse;
- Ability to maintain and protect confidential information.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions-when driving		X		
Work in high, precarious places	X			
Work with toxic or caustic chemicals	X			
Work with Dust or airborne particles		X		
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Equipment Used – Computers, office equipment, books, phone, arts and crafts				X

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking		X		
Sitting			X	
Talking & Hearing				X
Using hands/fingers to handle/feel			X	
Climbing short step stool		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms			X	
Tasting or smelling	X			
Bending, pulling, pushing library cart			X	
Other-Driving		x		
Other-Describe _____				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)			X	
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change).

