



575 Dorset Street South Burlington VT 05403 802. 846.4118 www.sburl.com

Part-Time (19 hrs per week) Library Youth Services Assistant

Salary - \$14.37 per hour DOQ/E; EOE/AA Deadline: First Review of applications will be Feb. 1, 2017 and will remain open until filled.

The City of South Burlington seeks an energetic, team oriented and experienced individual with the highest ethical standards and integrity to fill the position of Part-Time Library Youth Services Assistant reporting to the Library Director.

SUMMARY OF POSITION: The Assistant will support the Children's Librarian and work mainly with school-aged children and the general public while maintaining the junior reading room, caring for library collections, introducing interactive technology experiences, preparing programs and carrying out routine circulation desk duties.

QUALIFICATIONS: The successful candidate should have a BA with one year of customer service experience or equivalent. Excellent customer service and communication skills. Proficient with computers and digital communications.

Please provide a cover letter, resume and three references.

Submit to: Human Resources Dept.
575 Dorset St
South Burlington, VT 05403
E-mail: jladd@sburl.com

YOUTH SERVICES ASSISTANT

Reports To: Library Director	Department: Library
FLSA Classification: Non-exempt	Grade: Grade 8 Part time, 19 hours per week, no benefits. Schedule will include weekend and evening hours, with limited time off during school vacations.

JOB SUMMARY: (What is done and why.)

The Youth Services Assistant will assist the Children's Librarian with Library programming and services for children and their caregivers and carry out routine Circulation Desk duties and. Will provide a positive and welcoming experience to all Library visitors and assist patrons of all ages in locating library materials.

ESSENTIAL FUNCTIONS: (Majority of duties, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.)

1. Assists Children's Librarian as needed, for example: planning and implementing programs, cleaning, creating activities and collection management
2. Implements technology and social media programming
3. Designs flyers and displays
4. Assists with annual summer reading program
5. Provides patron assistance in locating Library materials, using the online catalog
6. Performs routine Circulation Desk duties such as greeting patrons, checking in and out returned items, registering new patrons, placing holds with a high degree of accuracy and attention to detail.
7. Processes and shelves materials as needed
8. Works on the Bookmobile and at community events as needed
9. Performs other duties as assigned

KNOWLEDGE AND EXPERIENCE: (Minimum education, experience, technical and communication skill levels and licenses/certificates normally required to perform the duties of this position.)

1. Ability to deal tactfully, courteously, and effectively with the public and other employees
2. Ability to use a computer, to include Microsoft software programs
3. Ability to work independently
4. Ability to learn library procedures and apply policies
5. Working knowledge of children's materials
6. Bachelor degree with one year of customer service experience or equivalent
7. Preference will be given to candidates who have prior experience in a library or book store working with children five to twelve years in a large group setting

WORKING CONDITIONS: (Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.)

Internal- Internal – Work is normally performed in climate controlled office environment, where exposure to extreme conditions of heat/cold, poor ventilation, fumes and gases is limited. Noise level fluctuates and includes the sounds of children and families, normal office equipment. No known environmental hazards are encountered. Work involves interaction with members of the general public who may be unruly or impolite, addressing behavioral issues of children through high school. Work occasionally involves exposure to safety concerns typically associated with dealing with or addressing members of the general public in a community setting.

External- Work on the Bookmobile may be very hot with limited ventilation. Bookmobile programs are held outdoors with exposure to extreme conditions of heat.

PHYSICAL DEMANDS: (The physical effort generally associated with this position.)

Work involves standing and walking for brief periods of time. There is potential for eye strain from reading detailed materials and computer screen. Exerts some physical effort in performing duties including standing, climbing stairs, bending, kneeling, reaching carrying, pushing and lifting up to 40 lbs. Occasional shoveling of walkway required. Work normally requires finger dexterity and eye-hand coordination to operate computer keyboards at a moderate skill level. Repetitive motion injuries may occur.

SUPERVISED BY:

Works closely with the Children's Librarian
The Library Director supervises this position