



Alpha Park Public Library District

Job Description

Youth Service Specialist

Reports to: Youth Services Department Head

Department: Youth Services

Classification: Non-exempt, Regular Full Time, Hourly (\$17.86-23.72)

General Statement of Responsibilities

The Youth Service Specialist should bring energy, fresh ideas, and a desire to learn, share, and teach. This appointment will assist the Department Head with collection development, programming, marketing, and community outreach. Other duties include assisting patrons while providing excellent customer service, helping the Department Head with the Summer Reading Program, Teen Events, and assembling programming materials. This job requires understanding of library policy and practices and the ability to relate these in a positive manner to our patrons.

Other duties as assigned

Qualifications, Education, Experience and Skills Desired

- Bachelor's Degree required (comparable experience may substitute for educational requirements)
- Experience and aptitude for working with children
- One-two years of experience working in a library or learning environment
- Knowledge of children's literature
- Excellent communication skills, both written and oral
- Must be a self-starter able to take direction and feedback
- Must maintain a high level of organization, including the ability to prioritize and multi-task
- Proficient in utilizing library applications and related software

Responsibilities

- Assists other departments in coverage if necessary
- Collaborates with their co-workers to ensure service continuity
- Continually assists in developing, performing, and promoting children's programming including:
 - Summer reading programs, Teen Advisory Boards, outreach services to children, Story-times etc.
- Participates in local, regional, state, and national professional library organizations, attending regular meetings with community partners, trainings and conferences, and other professional development opportunities

Working Conditions/Physical Requirements:

Regularly scheduled nights and weekends

Lift up to 50lbs with assistance, push and steer loaded book carts

Able to stand for extended periods of time

Can move easily from a sitting to a standing position

Comfortable climbing, jumping, squatting, sitting, and additional physicality involved in youth services programming