

JOB DESCRIPTION

POSITION: Youth Services Assistant

LOCATION: Mishawaka Library

CLASSIFICATION: 2-Library Associate

CERTIFICATION: N/A

FLSA Status: Non-Exempt

HOURS OF WORK: Part-time/20 hours per week including at least 1 evening; 2 Saturdays required per month (with two compensating days off during the same work week). Should the library be open on Sundays, some Sunday work will be required.

This position may be scheduled to work at another MPHPL location, as needed.

WAGE: \$11.00 per hour

BENEFITS: As specified in the latest edition of the staff handbook or as amended by the Board of Trustees.

DIRECT SUPERVISOR: Youth Services Supervisor

QUALIFICATIONS AND WORK SKILLS:

1. High school diploma.
2. Experience working with children and teens preferred.
3. Computer skills and ability to type accurately.
4. Ability to communicate and work well with younger patrons and MPHPL employees.
5. Ability to work independently while exercising good judgment and decision making.
6. Ability to learn new skills and follow direction.
7. Ability to demonstrate creativity and maintain positivity towards peers and patrons.

RESPONSIBILITIES AND DUTIES:

The purpose of this position is to assist with the daily operations of the Youth Services department.

ESSENTIAL JOB DUTIES:

1. Provide exceptional patron service, including assistance with:
 - Reference and research, reading guidance, computer operations, and general library information.

- General collection and department maintenance including shelving, mending, and checking new materials before distribution.
2. Assist with crafts, displays, bulletin boards, and the creation of readers' advisory materials.
 3. Perform other tasks as assigned to ensure efficient operations in Youth Services.

PHYSICAL REQUIREMENTS:

1. Ability to pull a loaded book cart to shelving areas.
2. Ability to lift and carry 20-30 pounds of books to shelving or work areas.
3. Ability to stand, bend or stoop to shelve books for a short period of time.
4. Ability, stamina and balance to perform basic movements. These movements could include squatting, bending and stooping, marching, turning in circles, and lifting arms overhead.
5. Ability to constantly sit for extended periods of time while keyboarding or typing.
6. Ability to hear patrons (with or without hearing aids) accurately in person and on the phone to facilitate an appropriate response.
7. Ability to see (with or without glasses) to perform all duties as assigned.

Key:

Constant Physical Requirement: 67% or more of the day

Frequent Physical Requirement: 33-66% of the day

Occasional Physical Requirement: 0-32% of the day

Revised 6/2018