

## **JOB DESCRIPTION**

POSITION: Youth Services Assistant

LOCATION: Harris Branch

CLASSIFICATION: 2-Library Assistant

FLSA Status: Non-Exempt

HOURS OF WORK: Part-time/25 hours per week including at least 1 evening; 2 Saturdays required per month (with a compensating day 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: \$10.00 per hour, minimum starting pay

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, collection development and mending.

2. Assist with crafts, displays, and bulletin boards.
3. Perform other tasks as assigned to ensure efficient operations in Youth Services.

#### PHYSICAL REQUIREMENTS:

1. Ability to occasionally pull/push a cart with materials out of a dumbwaiter, elevator, or across the building from one work area to another.
2. Ability to occasionally lift and carry 20-30 pounds of materials from one work area to another.
3. Ability to frequently stand, bend, or stoop for a short period of time.
4. Ability, stamina, and balance to perform basic movements frequently. 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.

#### 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 9/2017