

JOB DESCRIPTION

POSITION: Youth Services Associate

LOCATION: Mishawaka Library

CLASSIFICATION: 2-Library Associate

FLSA Status: Non-Exempt

HOURS OF WORK: **Part-time/20-23 hours per week** with at least one evening per week and two Saturdays per month.

WAGE: \$17.00

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

DIRECT SUPERVISOR: Youth Services Coordinator

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.
8. Reliable transportation.

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

PHYSICAL REQUIREMENTS:

1. Ability to 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 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 01/2025