

# Alpha Park Public Library District

## Job Description

### Youth Services Department Head



Reports to the Library Director

Department: Youth Services

Classification: Non-exempt, regular full-time, hourly (\$25/hr.)

#### **General Statement**

Under the direction of the Library Director, the Youth Services Department Head (YSDH) plans and directs all operations of the Youth Services Department. The YSDH ensures excellent programming and develops a comprehensive, relevant collection of materials, both print and electronic. The YSDH works directly with both Adult Services and Outreach & Programming to initiate outreach to children, teens, and families, including students in schools and young children in pre-schools and daycare centers.

#### **Responsibilities**

- Plans, conducts, and markets programming to children and teens, including Summer Reading; coordinates activities with Adult/Teen Services/Outreach departments
- Builds a broad collection of materials in various formats for all youth
- Has a passion and drive to promote library skills, readers advisory, lifelong learning, and a love of reading to youth and their families
- Participates in local, regional, and state organizations, keeping abreast of developments in service to youth and their families
- Hires, trains, and coaches Youth Services staff
- Collaborates with other department heads in fine-tuning library programming
- Assists other departments with coverage when necessary
- Other duties as assigned

#### **Qualifications and Education**

- MLIS preferred, other education & work experience considered
- Minimum two (2) years' experience in public libraries youth services department or working with children in an educational setting
- Ability to prioritize, delegate, supervise, and manage a diverse staff
- Aptitude for dealing with people of all ages and backgrounds
- Ability to communicate clearly, both verbally and in writing

#### **Working Conditions**

- Occasional travel to neighborhood schools
- Regular evening and weekend shifts required
- Lift up to 50lbs pounds, boxes of materials, tables, other furnishings with assistance
- Standing/sitting for extended periods of time; ability to move safely and easily from sitting to standing

# Alpha Park Public Library District

## Job Description

### Youth Services Specialist



Reports to Department Head  
Department: Youth Services  
Classification: Non-exempt, full-time, hourly (\$17/hr.)

#### General

Under the direction of the Department Head, the Youth Services Specialist should bring energy, fresh ideas, and a desire to learn, share, and teach. This position will assist the Department Head with collection development, programming, marketing, and community outreach. Other duties include assisting patrons, assisting with Summer Reading programming and events, teen events, and assembling programming materials. This position requires understanding of library policy and practices and the ability to relate these in a positive manner to patrons.

#### Responsibilities

- Assists in developing, performing, and promoting children's programming, which includes:
  - Summer reading programming, teen specific events, youth programming, and story times
- Regularly works in the stacks to shelve materials, shift, and shelf-read
- Actively participates in continuing education in all things youth library related
- Assists other departments in coverage if necessary
- Other duties as assigned

#### Qualifications and Education

- Bachelor's degree required; work experience in lieu of education considered
- Experience and aptitude for working with children
- At least one year working in a library or learning environment (education may substitute)
- Knowledge of children's literature
- Excellent communication, both written and oral
- Must be a self-starter able to take direction and feedback
- Must be organized with the ability to prioritize
- Proficient in utilizing library applications and software

#### Working Conditions

- Regularly scheduled evenings and weekends
- Lift up to 50lbs with assistance, push and steer book carts
- Ability to move easily from sitting to standing
- Comfortable climbing, jumping, squatting, sitting, and additional physicality involved in youth services programming

# Alpha Park Public Library District

## Job Description

### Youth Services Assistant



Reports to: Youth Services Department Head  
Department: Youth Services  
Classification: Non-exempt, regular, part-time, hourly (\$15.00/hr.)

#### **General Statement**

The Youth Services Assistant brings energy, excitement, and a desire to learn. This position will assist the Department Head and Youth Services Specialist with basic library upkeep, programming, marketing, and community engagement. Other duties include assisting patrons, shelving, assisting with the Summer Reading Program, Teen Events, and assembling programming materials. The position requires a basic understanding of library policy and practices, and the ability to relate these in a positive manner to our patrons.

#### **Responsibilities**

- Creating displays and bulletin boards
- Assist with performing and promoting all children's programming
- Shelving, shelf reading, shifting projects, and other basic library maintenance tasks
- Assist with interdepartmental coverage when needed
- Other duties as assigned

#### **Qualifications and Education**

- Experience, aptitude, and desire to work with children
- Knowledge of/willingness to learn about children's literature
- Strong written and verbal communication
- Strong attention to detail
- Proficient in utilizing library applications and software and/or not averse to working with or learning new technology

#### **Working Conditions**

- Regularly scheduled evenings and weekends
- Lift up to 50lbs with assistance; push and steer loaded book carts
- Can move easily from a sitting to a standing position
- Standing/sitting for extended periods of time; ability to move safely and easily from sitting to standing