



JOB DESCRIPTION

Job Title: Associate, Youth Services Dept.

Reports to: Youth Services Manager

Classification: Associate

Summary: Performs a wide range of duties in the Children's department, working with babies to pre-teens; has a strong understanding of child development; enjoys working in the community and connecting with schools and organizations.

Essential Functions:

- Plan, coordinate, and implement services to children and families
- Assist in collection development, including weeding of children's materials in all formats
- Plan and conduct story time classes and other programs involving children, including the annual Summer Reading Program
- Incorporate Ohio's Every Child Ready to Read initiative within programs
- Assists children and parents in finding reading material and information and using library services and facilities.
- Assist in the promotion/marketing of children's services and programs
- Prepares reports on library activities (e.g., statistical reports, grant requests or progress reports, library budget, inventory)
- Review literature on new publications to select materials
- Develop constructive and cooperative working relationships with others and maintain them over time
- Attend professional workshops/seminars related to the position; participate in networking with local library association
- Other duties as assigned

Qualifications:

- Undergraduate degree, preferably in education
- Effective communication skills; a service-oriented person who enjoys working with children and families
- Thorough knowledge of children's literature, library reference methods, and procedures
- Shows patience, initiative, creativity, flexibility, curiosity, and resourcefulness
- Computer literate with a willingness to learn Google services
- Can work independently or as part of a team
- Ability and willingness to work a varied schedule, including evenings and weekends

- You must be able to perform physical activities that require the use of your arms and legs and moving your whole body, such as lifting, walking, stooping, and handling materials
- This position requires integrity, cooperation, dependability, flexibility, and being open to change in the workplace

This job description does not cover or contain a comprehensive listing of the employee's activities, duties, or responsibilities required. Other duties, responsibilities, and activities may change or be re-assigned at any time with or without notice.

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