

Christian County Library Job Description

Job Title: Youth Service Assistant

Type of Position: Part-Time

Schedule: 20 hours a week

Reports to: Director of Youth Services & Nixa Branch Manager

Location: Clever/Nixa Branch Library

Salary: \$10.00/hour

To Apply: Submit [application](#) and resume to info@christiancountylibrary.org, or in person at Christian County Library Nixa Branch, 208 McCroskey St., Nixa, MO

Essential Values of All Christian County Library Employees

All employees of Christian County Library are expected to embody the following values:

Customer Service: Responds to the needs of customers and staff.

Respect: Courteous, reliable, and dependable.

Positive Attitude: Represents the library to customers and staff in a positive manner; promotes a positive work environment

Accountability: Holds one's self accountable for actions and decision

Innovation and Initiative: Ability and willingness to complete assigned tasks

Teamwork: Ability to work on a team

Requirements

Minimum:

- 60 hours of college
- Comfortable working with children and teens
- Must be available to work all hours the library is open, especially evenings and Saturdays

Preferred

- Experience with planning programs for children and teens
- Experience with early literacy initiatives and reading with young children

Knowledge, Skills, and Abilities

- Excellent communication skills- written and oral
- Basic computer skills- familiar with using internet, Microsoft Office Suite products, email
- Valid driver's license and willingness to travel throughout the county
- Excellent people skills
- Reliable, responsible, dependable, honest, organized, quick learner
- Working knowledge of reader interest levels, book, authors, and reference sources.
- Working knowledge of automated library circulation systems and online databases.

- Working knowledge of print, non-print, digital, and online information sources available from a wide variety of sources, including publishers, the Internet, and library and vendor-based systems.
- Ability to develop or demonstrate the necessary supervisory, decision-making, leadership, team-building, strategic, conflict resolution, and marketing skills.
- Ability to set priorities and coordinate multiple projects.
- Ability to successfully maintain performance of assigned duties and responsibilities to achieve the desired outcome.
- Ability to communicate effectively verbally, in writing, and by listening.
- Ability to interact in a positive, effective manner with coworkers, Director, and general public.
- Ability to perform with minimum of supervision, to work collaboratively in a team environment, and to demonstrate professional standards, good judgment, dependability, and timeliness in work environments.
- Ability to adapt to multiple demands and changing priorities, to learn, and be willing to embrace change. Remains flexible.
- Ability to present ideas and provide instruction. Comfortable with teaching and use of various forms of technology.
- Be able to lift 20 lbs
- Be able to bend over and pick up books for up to 8 hours
- Must be able to provide three non-family references

Job Responsibilities

The follows are the job responsibilities for this position. They are divided into categories with assigned duties that are specific to each section.

Job Responsibility No. 1: Plan and Present Youth Programs

- Plan and present youth programs on a weekly or monthly basis, including but not limited to early literacy storytimes, teen events, and events for families of all ages
- Plan and present early literacy storytimes at the Nixa and Clever Branch Libraries
- Assist with the planning and implementation of the Summer Reading Challenge on a yearly basis

Job Responsibility No. 2: Staff the Children's Area

- Assist children and parents with locating items within the children's and teen areas and library in general
- Assist in creating displays and decorations for the children and teen areas
- Place holds on materials, as needed
- Shelve, straighten, shift in the teen and children's areas as needed.

Job Responsibility No. 3: Place Holds on Materials for Patrons

- Assist patrons with the use of library online catalog, reference materials, internet and library databases
- Guide them through the shelving arrangement to locate materials
- Assist patrons in placing a hold on the desired item
- Submit requests for items not owned by Christian County Library via MOBIUS or ILL
- Process holds in the appropriate manner to guarantee arrival and desired pick up location
- Receive and pull holds for materials on the shelf to be put on the holdshelf or to be sent to pick up location
- Process inter-library loans materials in the appropriate manner

Job Responsibility No. 4: Shelf Library Materials, as Needed

- Shelf according to the Dewey Decimal System or organization of the library
- The shelving should be done efficiently and accurately

Job Responsibility No. 5: Participate in Outreach Events

- Plan and present programs outside of the library, including early literacy storytimes for community daycares and preschools
- Represent the library at community outreach events
- Promote the library to the community

Job Responsibility No. 6: Communication with Co-Workers & Administration

- Effective, timely, thorough, and respectful communication with co-workers in various forms such as, but not limited to: verbally (in person and on phone), written (day notebook, email, message on lockers, etc.), and other forms as dictated by the situation
- Effective, timely, thorough, and respectful communication with Administration on the following topics:
 - Scheduling requests; Vacation or PTO submitted in writing via an email 4 weeks in advance
 - Absences, including whether or not employee is using leave for time missed
 - If there is an issue with a co-worker's performance
 - Procedural changes or issues
 - Policy changes or issues
 - Other topics not addressed here
- Effective, timely, thorough, and respectful communication with IT on technological issues and use the IT Ticket document when appropriate

Job Responsibility No. 7: Other Duties as Assigned

- Fill in at outreach events as needed

- Special tasks outlined by the Director of Youth Services
- Staff the circulation desk, as needed