

**Tracy Memorial Library**  
**Temporary Youth Services Assistant Job Description**

**A. Job Summary**

This is a temporary position that is responsible for assisting the Head of Youth Services in providing comprehensive service to children, teens, and families. Duties include helping patrons in the Youth Services Department and assisting with youth programs.

**B. Supervision Received**

Works under the direct supervision of the Head of Youth Services and under the broad supervision of the Library Director.

**C. Supervision Exercised**

Occasionally supervises volunteers in the Youth Services Department.

**D. Examples of Duties**

**1. Youth Services Support**

- Greets and assists the public in the Youth Services Department, performing circulation duties, answering directional, procedural and reference questions.
- Provides reader's advisory and guidance in locating library materials.
- Processes and shelves materials and assists in the general upkeep of the Youth Services and Teen areas.
- Assists with library programs as needed.
- Creates displays to promote literacy and programs.
- Participates in opening and closing procedures.
- Performs related duties as assigned.

**E. Minimum Qualifications Required**

**1. Education and Experience**

- HS diploma required

**2. Knowledge and Skills**

- Strong background and genuine enthusiasm in working with youth of all ages
- Knowledge and appreciation of children's and teen literature
- Creativity, flexibility and attention to detail in completing various tasks
- Strong public service, organizational, computer and communication skills
  - Experience with library services and automated library systems preferred

### **3. Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Reach highest and lowest shelves in the Library
- Lift and carry loads of up to 25 pounds
- Move book carts between multiple floors

### **G. Pay & Benefits**

This position has a hiring range of \$14.73 - \$16.26 an hour. This position is a part-time hourly position and does not include paid leave or benefits. Hiring is subject to criminal records check.