

Plum Lake Public Library

Youth Program Assistant

Position Summary:

To assist the library director in carrying out a balanced program of services for youth to the community.

Specific Responsibilities:

1. Reports to Library Director.
2. Assists in planning, preparing, and performing weekly story times and the summer reading program.
3. Organizes programming and prepare press releases and advertising for programs.
4. Maintains the physical space by designing displays, bulletin boards, and collection locations.
5. As needed, performs Circulation Desk procedures such as: checking in and checking out of materials; answering reference questions; collecting fines and issuing patron cards.
6. Assists patrons with readers advisory, bibliographic instruction/database searching.
7. As needed, performs clerical duties including typing, answering phones, and taking messages.
8. Provides information and recommendations for material selection.
9. Performs other related duties as assigned by the Director.

Knowledge and Abilities

1. Ability to effectively present information and respond to questions from patrons.
2. Ability to follow detailed directions.
3. Ability to direct and supervise the work of volunteers.
4. Ability to gather statistics.
5. Knowledge and understanding of basic library principles, procedures, technology, goals and philosophy of service.
6. Ability to operate library machines properly and instruct patrons on the basics of computer/internet use.
7. Ability to work independently, organize and prioritize work, respond to varied work demands and make decisions as required.
8. Good interpersonal skills and ability to effectively work as a team member.
9. Ability to work in a confidential environment.
10. Proficiency in Microsoft Office programs, especially Excel, able to learn our database programs and statewide Inter-Library Loan programs.
11. Ability to acquire and maintain new skills.

12. Ability to communicate positively and effectively in written and oral form.
13. Ability to set priorities in order to meet assignment deadlines.

Physical Demands of Position

This position demands physical ability and activities sufficient to carry out the duties and activities set forth in this description. These physical abilities and activities include but are not limited to:

1. Communication with others, both orally and in writing.
2. Manual dexterity
3. Strength adequate to carry up to 30 pounds and to push/pull carts, dollies, and the like with objects weighing up to 80 pounds.
4. Physical dexterity adequate to climb short ladders, reach to a level of 7 feet with the aid of a short footstool, stoop, kneel, bend, stand, and sit.
5. Vision adequate to see 20 feet or further and near vision at 20 inches or less.

Reasonable accommodations may be made for individuals with disabilities.

Environmental Working Conditions

1. Inside work environment
2. Temperature controlled area
3. Frequent interruptions and distractions

Education and Experience

1. High School Diploma or equivalent
2. Keyboarding/basic computer knowledge and general office experience
3. Previous library experience preferred

Approved by Library Board of Trustees on April 17, 2019.