

**Germantown Community Library**  
**Youth Services Assistant**  
**Final Reading**

**Reports to:** Youth Services Librarian

**Starting Wage:** \$10/hour, average of 10-30 hours per week

**General Position Description**

The Youth Services Assistant is responsible for assisting the Youth Services Librarian in the area of Youth Services. This includes collection development, programming, reference, reader's advisory, and instruction for all children ages 0-18 at the Germantown Community Library. This is a part-time position with inclusion in the State of Wisconsin Retirement Plan with no additional benefits at this time. Prorated vacation and holiday pay will be granted after five years of employment.

**Functions of Position**

- Assist with evaluating, selecting, classifying, cataloging, processing, and withdrawing print, audio, and electronic materials for children ages 0-18.
- Assist youth and adults in the selecting of materials in all formats and information resources at the Children's Reference Desk.
- Plan and implement fun and enriching programs for youth and families that encourage reading, literacy skills, and general library use including the Summer Reading Program.
- Market and promote programs and services in the Youth Services Department through all media formats including displays, booklists, posters, library website, print media, local channels, and social media.
- Perform outreach services to local schools, daycares, and other community groups.
- May supervise pages, interns and volunteers.
- Assist with Circulation and Roaming duties as needed.
- Required at least 1-2 evenings per week, 1-2 Saturdays per month, and flexible availability to meet the demands of the library.
- Other duties as assigned.

**Qualifications**

- At least 1 years of public library experience in youth services department or education field with a thorough understanding and knowledge of children's and young adult literature and public service preferred.
- Ability to communicate effectively, both verbal and written in English.
- Ability to work effectively and cooperate with direct supervisor, staff members, employees at other libraries, patrons, and others in the community.
- Ability to work efficiently under pressure and handle stressful situations, including prioritizing and completing tasks in order to meet deadlines with minimum supervision and assistance.
- Ability to perform cashier and customer service duties accurately and in a timely manner.
- Knowledge of public library practices, operations, and collection organization.

- Knowledge of youth literature, literacy skills, and adolescent growth and development.
- Knowledge of basic computer and electronic equipment operations including Microsoft Office software.
- Excellent organization skills.
- Valid state driver's license or ability to obtain one within 4 months.

### **Physical Demands**

- Physical ability to stand, walk, sit, use hands to finger, and handle or feel objects for prolonged periods of time
- Ability to reach, climb, bend, and crawl.
- Ability to regularly lift and/or move more than 25-50 pounds and frequently push objects weighing 50-80 pounds on wheels.

### **Environmental Adaptability**

Work is generally performed in the library and/or office setting. Some duties will require work outside of the library.

The physical demands described above are representative of those that must be met by an employee to successfully perform essential functions of this job. The Village of Germantown is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss potential accommodations with the employer.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer to meet the needs of the Germantown Community Library.