



APPOMATTOX

REGIONAL LIBRARY SYSTEM

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POSITION DESCRIPTION

POSITION TITLE: Youth Services Assistant II

CLASSIFICATION: LA II

IMMEDIATE SUPERVISOR: Youth Services Manager

FLSA DESIGNATION: Non-Exempt

Job Type: Part Time - Approximately 20 hours per week with required occasional weekends

Salary: \$13.45/hr.

Please visit www.arls.org to apply.

Position close date: open until filled.

I. POSITION SUMMARY

JOB OBJECTIVE:

Under the general supervision of the Youth Services Manager, the Youth Services Assistant II provides information services and reader's advisory to children and young adults, and develops and conducts library and reading related programs for children in our service area of the city of Hopewell, and Prince George and Dinwiddie counties. While the position is based out of the Hopewell branch, you may be required to work at other branches in our service area.

II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- a. Helps plan and conducts story times for babies, toddlers and preschoolers.
- b. Helps plan and conducts programming for preschool children, school age children, and teens.
- c. Manages one or more projects in Children's Department.
- d. Markets materials and services.
- e. Prepares and provides outreach programs.
- f. Performs ongoing assignments of moderate to high difficulty.
- g. Maintains accurate circulation, attendance and patron statistics.
- h. Monitors and maintains collections.
- i. Maintains positive relations with the public and staff.
- j. Promotes and maintains high standard of customer service.
- k. Performs job in keeping with the policies and procedures of the Appomattox Regional Library System.



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III. TOOLS AND EQUIPMENT USED

Desktop computer system, laptop, iPad, projection equipment, Integrated Library System, library databases copy machine, duplicator, Ellison dies equipment, laminator, poster printer, etc.

IV. WORK ENVIRONMENT

Works in normal heat and light conditions, with exposure to seasonal conditions. Travels to outreach locations on a rotating basis. Works directly and indirectly with general public.

V. EDUCATION, EXPERIENCE, AND TRAINING

Requires Associate's degree or any combination of education and experience equivalent to a high school diploma and a minimum of 4 years work related experience. Library experience strongly preferred. Experience working with children, computer literacy, and a Virginia driver's license required.