



Job Title: Youth Services Assistant - part time

Typical Responsibilities of Position:

Performs public service work and assists in the mission of the youth department under the direct supervision of the Youth Services Librarian.

1. Assists Youth Services Librarian in planning, developing, coordinating, and implementing programs, displays, decorations, and activities
2. Independently plans and leads Toddler Time storytime program each week and assists with other storytime programs as needed
3. Leads monthly Pokemon Club on the first Saturday of each month
4. Assists patrons using the library and provides general reference and reader's advisory services
5. Assists patrons with operating and troubleshooting computers and other library equipment, particularly in the youth department
6. Helps maintain youth department library collections and shelves library materials as necessary
7. Compiles reports, lists, and statistics as instructed
8. May assist in the writing and production of youth department press releases and promotional materials
9. Other duties as needed

Knowledge and Abilities:

1. Excellent customer service skills, working with children and adults
2. Effective oral and written communication skills
3. Effective time management skills and ability to prioritize
4. Ability to deal with stressful situations in a calm, courteous, and consistent manner
5. Ability to maintain a high level of attention to detail
6. Ability to operate and troubleshoot computers and other library equipment
7. Ability to alphabetize and organize
8. Ability to train and supervise teen volunteers
9. Ability to maintain a working knowledge of library procedures and policies and apply them as necessary
10. Knowledge of children's literature and/or child development highly desirable
11. Willingness to maintain skills in above-mentioned areas through active participation in appropriate library skills learning experiences

Physical Demands of Position:

1. Sitting, standing, walking, climbing and stooping
2. Lifting and carrying: 20 pounds or less
3. Handling: processing, picking up and shelving books

Mental Requirements:

1. Communication skills: effectively communicate ideas and information both in written and oral form
2. Reading ability: effectively read and understand information contained in memos, reports and bulletins
3. Ability to comprehend and follow instructions in verbal and written form
4. Time management: set priorities in order to meet assignment deadlines
5. Mathematical ability: calculate basic arithmetic problems

Environmental/Working conditions:

1. Mostly inside work environment
2. Regular work hours with possible authorized flexibility

Equipment Used:

Computer, printer, calculator, copy/fax machine, telephone, and audio-visual equipment

Education and Experience:

1. High school diploma
2. General office skills
3. Demonstrated computer skills
4. Prior library experience highly desirable
5. Prior experience working with children highly desirable

Wage Rate: \$10.91 per hour

Application: Please submit a cover letter, resume and references to Eric Robinson at erobinson@fortlibrary.org. The library is accepting applications until September 28th 2018 or until the position is filled.

For further information, contact Eric Robinson at erobinson@fortlibrary.org or (920)-563-7790.

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