POSITION DESCRIPTION

FINDLAY-HANCOCK COUNTY PUBLIC LIBRARY

# An Equal Opportunity Employer

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Job Title: **EXTENSION & OUTREACH SERVICES YOUTH ASSOCIATE**

Department: Extension & Outreach Services

Immediate Supervisor: Extension & Outreach Services Manager

Positions Supervised: None

### JOB RESPONSIBILITIES:

Under direction, the Extension & Outreach Services Youth Associate develops and conducts library outreach programs which meet community needs and library goals and objectives.

QUALIFICATIONS:

Bachelor’s degree.

WORKING CONDITIONS:

The Extension & Outreach Services Youth Associate may be required to work a flexible schedule, including evenings and weekends.

An individual who poses a direct threat to the health and safety of others in the workplace will be deemed not qualified for this position.

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| --- | --- |
| KNOWLEDGE OF: | SKILLS AND ABILITIES TO: |
| * Library policies and procedures\*
* Library services and office locations\*
* Library science and technology\*
* Public use library equipment\*
* Dewey Decimal Classification System\*
* Child development and behavior
* Library automation systems
* Ability to work with Microsoft Office software
 | * Plan, schedule and organize work
* Present a positive, professional image to the public
* Interact and respond appropriately to patrons and staff
* Develop and maintain effective relationships with supervisor and co-workers
* Develop partnerships with community organizations and agencies
* Maintain confidentiality
 |

\*May be acquired after hire.

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| % OF TIME | ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this position.) |

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 80% **OUTREACH PROGRAMMING/PUBLIC SERVICE**

★ Promoting the public library and its services through interaction with the community

★ Building relationships and providing services to a variety of child-focused community organizations

★ Acting as a representative of the library in the community by attending various community events, school events, etc

★ Planning and delivering off-site children’s programs, educational initiatives and other library services that are developmentally appropriate and in line with the goals of the department

★ Working together with the other programmers in Youth Services to provide a continuity of service within the library and in the community

* Providing library materials to schools, childcare centers and other community facilities
* Performs Reader’s Advisory services and recommends appropriate materials to patrons
* Assists in composing bibliographies, booktalks, displays and other special tools to increase access to library resources
* Assists with Bookmobile and Branch as needed

★ *Denotes an essential function of the job*

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| --- | --- |
| % OF TIME | ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this position.) |

 **PROGRAMMING - Continued**

* Assisting with the annual Summer Reading Program
* Conducts library tours
* Performing other duties as assigned by the Extension & Outreach Services Manager

 5% **COLLECTION MAINTENANCE**

* Assists in maintaining the children’s collection
* Recommends new and replacement materials for the department
* Maintains knowledge of available materials and patron reading preferences

15% **MISCELLANEOUS**

* Attends meetings and serves on temporary committees, as requested

★ Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars and in-service training sessions

* Performs additional duties and assignments, as required

★ *Denotes an essential function of the job*

Employee Signature Date