



Position Description

Job Title	Teen Assistant
Department	Library
Employment Status	Part time
Exempt/Non Exempt Status	Nonexempt

Scope of Work

This position is responsible for shelving and maintaining the order of the library’s materials. They also oversee and promote activity in the Teen Room while assisting with program planning. This position is part time, hourly with a flexible schedule that includes afternoons, nights and weekends with hours totaling less than 30 per week.

Supervision

Received	Assistant Library Director, Youth Librarian, Teen Librarian and/or Library Director.
Exercised	Supervises volunteers.

Teamwork

- Relationships/interactions with teammates
- Thinks creatively and provides ideas on how to better perform tasks and responsibilities
- Speaks respectfully and courteously to patrons and teammates
- Asks supervisor when there is a question or concern about library policy or job tasks
- Demonstrates a willingness to learn from teammates and takes direction
- Provides additional assistance and performs additional duties as assigned

Customer Service

- Is fully present and gives customer their full attention
- Demonstrates a commitment to offer the best customer service
- Is tactful, courteous, honest and diplomatic to patrons
- Demonstrates a positive public image to patrons and teammates

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

Performs Page duties:

- Shelves library materials
- Shelf-reads collection for proper arrangement of materials and alerts supervisor to problem areas
- Maintains display items properly
- Assists with closing procedures
- Collects materials from book drops
- Fills in at Circulation desk as needed
- Assists in training new paging staff as requested

Performs Teen Assistant Duties

- Assists patrons locate library materials, answer questions, assist with information searches
- Suggests materials or ways to locate relevant materials
- Demonstrates use of computers and assist patrons formulate a search strategy
- Makes patrons feel welcome in the Teen Room
- Maintains knowledge of literature that appeals to young adults so that recommendations can be made and trends reflected in Teen programs
- Reads book reviews and professional journals
- Promotes Teen services to increase awareness and utilization of the Teen Room
- Designs flyers, brochures, and draft articles
- Designs and construct appealing bulletin board and other displays
- Promotes reading groups
- Makes the room appealing and comfortable as a Teen gathering place that reinforces reading
- Participates in planning and execution of Teen programs
- Assists with opening and closing duties
- Performs additional projects, program support or duties as assigned
- Attends required meetings and participate actively in any work group or committee assignments

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Education: must be enrolled or graduated from high school. Prefer previous library experience, but not required.

Knowledge of

- Business English (grammar, spelling, punctuation and tone)
- The use of standard office equipment including computers and relevant software

Ability to

- Communicate effectively, both orally and in writing
- Perform basic math skills
- Work independently with minimal supervision
- Understand and follow directions

	<ul style="list-style-type: none"> • Establish and maintain effective working relationships with supervisors, coworkers and the general public • Work flexible hours, including nights and weekends
Skill in	<ul style="list-style-type: none"> • Organization and time management

Necessary Special Requirements

None

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly indoors; hand-eye coordination is necessary to operate computers and various types of tools and equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to climb or balance; bend, stoop, kneel, crouch, or crawl.
- The employee may be exposed to unpleasant conditions such as dim or bright lighting, dust, odors, toxic agents, electrical currents and vibrations.
- The employee must frequently lift and/or move up to 50 pounds, and occasionally in excess of 50 pounds.