

BETHLEHEM AREA PUBLIC LIBRARY
Job Description

I. POSITION

- A. Title: **Youth Services Technician**
- B. Department: Youth Services, Main Library
- C. Division: Administration, Buildings, Public Service
- D. Supervisor: Head of Youth Services

II. QUALIFICATIONS

- A. Four year college degree or equivalent
- B. Ability to work cooperatively and tactfully with patrons and staff
- C. Must be flexible, able to multitask and prioritize
- D. Must take initiative and use time efficiently
- E. Must have at least one year professional experience related to youth programming and library service
- F. Must maintain a professional appearance on the job

III. JOB SUMMARY

The Youth Services Technician is responsible for assisting the Head of Youth Services in all aspects of service in the Youth Services Department

IV. MAJOR DUTIES AND RESPONSIBILITIES

- A. Provide excellent customer service, including reference and reader's advisory
- B. Issue library cards and introduce children and teens to the Youth Services department
- C. Plan and implement programs, including selection of age-appropriate titles and a learning activity for story times
- D. Perform Circulation duties at the service desk
- E. Give tours of the Youth Services room and the library to groups
- F. Assist with collection management: inventory, weeding, suggestions for purchase, mending of items, ordering of materials
- G. Assist with Family Place programming, as called upon
- H. Review professional journals relating to Youth Services
- I. Read and review new materials
- J. Assist with outreach, as called upon
- K. Other duties, as assigned

V. INDIVIDUAL DUTIES AND RESPONSIBILITIES

- A. Prepare school participant sheets for summer binder
- B. Maintain and monitor toy collection and notebooks, including photographing and cataloging new toys
- C. Help with mending juvenile hardback collection
- D. Assist with YS schedules, updating intranet schedules as needed

August 2017