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# YOUTH SERVICES ADMINISTRATIVE ASSISTANT

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## Reports To

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Youth Services Manager

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## Objective

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The library has a strong commitment to youth services. This position requires a creative, energetic individual to work with the Youth Services Department to enhance children's & youth services through assisting with a variety of primarily administrative tasks.

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## Essential Functions and Responsibilities

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Assist the youth services department with a wide variety of administrative tasks not limited but including:

### On-Going

- Assisting with passive programs
  - Coordinate with the Marketing Manager to ensure Youth Services graphics needs are being met
  - Prepare & distribute Youth Services printed materials (summer program guides, teen volunteer program information, information posters, flyers, handouts, StoryWalks, lamination, distribution, display signs, monthly calendars, etc.)
  - Assist with coordination & materials of large library events that involve multiple departments, especially signage, map, hospitality rooms, etc.
  - Assist with outreach services
  - Assist the Youth Services Manager with any youth services county-wide and/or regional initiatives
  - Helps with communication between Youth Services and other departments (attend Circulation meetings and take notes for Youth Services, etc.)
  - Assist with office business duties
  - Act as a contact for teen volunteers & other program workers (Hendrix Work Study)
  - Assist with compiling and recording statistics
  - Assist with maintaining Youth Services areas (creative zone, children's room, JF/YA)
  - Assist Youth Librarians with book lists and RA lists.
  - Assists with implementing summer programming
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## Knowledge, Skills, and Abilities

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Skill in performing routine and non-routine procedures involving many steps. Ability to follow complex written and/or verbal instructions and to pay close attention to detail. Ability to work with limited direct supervision.

Ability to interact effectively with the library's automated system. Minimum skill level: accurate keyboarding at a minimum of 25 words per minute.

Capacity to be easily understood on voice telephone and public address systems.

Ability to work in a team setting. Willingness to assist and support coworkers, contribute ideas, maintain flexibility, and be able to adapt to a rapidly changing environment.

Must be able to tolerate moderate noise levels; regularly required to talk or hear, frequently required to stand, walk, sit, use hands & fingers, occasionally required to climb, balance, stop, kneel, crouch, & crawl.

Needs to be able to lift or move up to 25 pounds; will frequently need to move/lift up to 10 pounds

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## Position Hours

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Full-time, typically working 80 hours per two-week pay period on a flexible schedule which varies from week to week. May be scheduled to work weekdays, evenings, and Saturdays.

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## Education, Experience, and Training

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Graduation from High School or GED; some college preferred, but not required; and minimum six (6) months previous work experience performing clerical and/or public service duties. Experience working with children or youth is strongly preferred.

License and Certificate: Possession of, or ability to obtain a valid driver's license. Must pass required background checks