

**McHenry Public Library District  
Job Description**

**Job Title:** Youth Services Library  
Associate

**Reports To:** Youth Services  
Assistant Manager

**Date Created:** December 2018

**Status:** Non-exempt

**Date Revised:** June 2021

**Pay Grade:**

**Accrual Schedule:**

**Summary:**

Under the supervision of the Youth Services Assistant Manager, contributes to the planning and implementation of library programs, collections, and services to youth and teens. Primarily serves ages birth through age 18 and their caregivers.

**Essential Duties and Responsibilities** include the following:

- Answers reference questions and provides basic reader's advisory in person, by telephone or email in a prompt, courteous and confidential manner.
- Maintains working knowledge and can provide basic instruction of library technology including but not limited to catalogs, eReaders, tablets, laptops, public computers, printers, copiers, scanners, hotspots, and fax machines.
- Plans and implements programs that respond to needs and interests of youth, teens, and/or caregivers which may include story times, summer reading, book clubs, after-school activities, and family programs, both in person and virtually.
- Assists in the selection and maintenance of materials for assigned areas of the youth and/or teen collections in various formats.
- Maintains knowledge of current and popular youth and teen literature and other media.

- Participates in professional development and networking activities both in person and online.
- Keeps current with current print and online reference and readers advisory resources to competently answer patron questions.
- Prepares and merchandises department displays and creates bibliographies .
- Ensures all policies and procedures of the McHenry Public Library District are followed.
- May be the staff in the role of one or more of the following:
  - Early Literacy Specialist, specialized tasks include:
    - Ability to speak in front of large groups.
    - Ability to create and present a variety of story times to children of different ages and in different stages of development.
    - Understands the current early childhood teaching practices especially related to literacy skill development.
    - Understands the childhood development of children under age six including the following: literacy skills, gross and fine motor skills, social and emotional growth.
    - Implements skill development in programs and explains/demonstrates skills to caregivers.
    - Performs community needs assessment to identify the needs of children under six and their caregivers, in order to create tailored services and programs to address identified needs.
  - Youth Program Coordinator, specialized tasks include:
    - Ability to speak in front of large groups.
    - Develops and executes a connected learning approach to presenting programs and learning opportunities, classes and events for youth and teens and their caregivers so that they educate, inform and inspire.
    - Coordinates with a variety of outside presenters, performers and community groups for programming opportunities.
    - Assists in entering events and maintaining Youth Programming and library-wide Calendar.
    - Prepares promotional text for programs and events.
    - Coordinates with the PR Department on promotion of department's programs, and events.

- Coordinates with the PR Department on developing and maintaining online presence on Library's website and social networking sites to promote Youth Services department.
  - May monitor the budget line for youth programming.
  - May be in charge of maintaining and coordinating orders for youth programming supplies.
- School Services, specialized tasks include:
  - Ability to speak in front of large groups and deliver presentations to students of all grades and/or teachers and school professionals.
  - Promotes the library's Teacher Services program to local schools by conducting outreach visits and distributing promotional materials, organizing and attending events to become familiar with the school teachers and professionals.
  - Regularly visits local schools to present book talks, storytimes, tours, and library instruction to students. Pulls materials for the teacher checkout service. Also, participates in after-school family events, teacher meetings, and other school functions.
  - Designs, coordinates and implements programs of bibliographic instruction and library skills orientation including library tours, class visits and analyzes the success of the programs.
  - Keeps current with educational trends including national, state and local curriculum standards, common core and local school assignments.
  - Applies curriculum standards to library outreach efforts to students via book talks, storytimes, tours, library instruction, and the teacher checkout service.
  - Provides direction to the Youth Services Bilingual Associate Librarian in providing Spanish language school services and other staff who may assist in school outreach.
- Teen Services, specialized tasks include:
  - Focuses on services, programs, outreach and collections to teen population as defined by the ages of 12-18.
  - Performs community needs assessment to identify teen needs, in order to create tailored services and programs to address identified needs.

- Develops and maintains online presence on Library's website and social networking sites to promote teen services and engage teens.
- Contacts high schools and other organizations that serve the teen population, and works jointly with them on services and programs when aligns with the Library's mission.
- Bilingual Services, specialized tasks include:
  - Can perform all duties in Spanish and has fluent ability to read, write and speak/converse in Spanish.
  - Designs and implements culturally relevant programs and events.
  - Translates youth materials for programs, services and collections. May also assist other departments in preparing translated documents.
  - Performs community needs assessment to identify the Hispanic Community needs, in order to create tailored services and programs to address identified needs.
  - Under the guidance of the School Services Librarian provides school services to Spanish language and ESL classes.
  - Provides outreach assistance to community groups also serving the Hispanic community.

Additional Duties:

- May communicate and cooperate with schools, daycares and other local community organizations that serve youth and teens.
- May serve on library committees and committees of library and community organizations that align with the library's mission.
- May maintain library website and social networking sites.
- May be the staff in role of one or more of the following areas: Early Literacy, Youth Programming, Teen Services , School Services, and/or Bilingual Services .
- Assumes other duties and projects as assigned.

**Supervisory Responsibilities**

None

## **Qualifications**

- Associate's degree, LTA or equivalent course work/ and previous library experience; Bachelor's degree desirable.
- Excellent written and verbal communication skills.
- Proficient technology skills including: Microsoft Windows and Office applications, Google Suite applications, Internet, eReaders/tablets, online video conferencing/sharing platforms, and the ability to adapt to changing technology.
- Knowledge and appreciation of popular materials for youth and teens.
- Understanding of the recreational and educational needs of today's youth and teens.
- Ability to complete detailed work accurately, efficiently, and on time with minimal supervision.
- Ability to plan, organize, and prioritize work assignments independently or as a team.
- Bilingual skills (Spanish) desirable.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Physical Demands**

While performing the duties of this job, the employee is regularly required to talk, hear and see. The employee is frequently required to bend, stand, walk and reach with hands and arms. The employee will occasionally lift, push, or move (library material and/or equipment) up to 35 pounds.

## **Work Environment**

The noise level in the work environment is usually moderate.