

## **YOUTH SERVICES ASSISTANT RUTHERFORD COUNTY LIBRARY SYSTEM**

### **ORGANIZATION DESCRIPTION:**

Rutherford County Library System (RCLS) is comprised of five branches and a Bookmobile serving the Greater Rutherford County community. RCLS receives funding from three cities (Eagleville, Murfreesboro, and Smyrna) and Rutherford County, though governed by the Board of Directors of RCLS ("the Board"). Our mission: Empowering the community with resources to explore, imagine and engage.

### **SUMMARY:**

Under the direction of the Youth Services Librarian or Branch Manager or Branch Supervisor, the Youth Services Assistant will be responsible for assisting in creating, implementing, and presenting agency and community programs for children ages 1-17 years of age; child related programs for parents, caregivers and teachers; and provides reference and reader's advisory services.

### **DUTIES & RESPONSIBILITIES:**

- Assists in planning, preparing and conducting programs for children (including but not limited to stories, games, and puppet shows) to encourage the use of library materials in an effort to create lifelong readers.
- Performs reference and reader's advisory services using materials in a variety of formats.
- Leads or assists in leading the Teen Advisory Board to develop and implement programs designed for young adults.
- Identifies reading trends among juvenile patrons and assists in evaluating and selecting materials of interest to children and young adults for purchase.
- Creates displays to enhance the Library collection and to promote reading.
- Attends workshops, conferences, and meetings and reads professional literature to stay current in the field.
- Performs related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- High School diploma or G.E.D. equivalent or above and minimum of 1 year recent experience working with children or an equivalent combination of education and experience.
- Maintain order and discipline in groups of children.
- Meet legal requirements for working with children.
- Skill in communicating effectively, both verbally and in writing; strong analytical and problem solving skills; skill in developing staff procedures and guidelines; skill in interpreting statistical

data, formulating recommendations and writing reports; skill in coordinating multiple projects simultaneously; skill in organizing, compiling, and recording information accurately; skill in utilizing word processing, database, and/or spreadsheet software packages.

- Possess a valid Tennessee Driver's License or ID.
- Scheduling flexibility is required, but a regular schedule of hours, including nights and weekends, with occasional exceptions is possible. This position is classified as Full Time or Part Time Non-Exempt for the purpose of the Fair Labor Standards Act.

**WORKING ENVIRONMENT AND PHYSICAL DEMANDS:**

- The job location is at but not limited to one of the specified branches of RCLS.
- Physical condition necessary for the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces.
- Frequent bending, stooping, and working in confined spaces.
- Lifting or carrying moderately heavy (20-50 lbs.) items and occasionally very heavy (50 lbs. and over) items.
- Minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment.
- Utilizing a keyboard, and sitting, or standing for extended periods of time.
- Tasks require sound, color, depth and visual perception.

**This job description describes the nature and level of assignments normally given in this position. It is not an exhaustive list of duties and may be supplemented at anytime. Employees may be expected to perform additional related duties which are specific to their area that may not be reflected in this summary. The job description does not constitute an employment agreement between RCLS and the employee, and is subject to change as the needs of RCLS and the requirements of the job change.**