

**Youth Services Assistant – Teen**  
**Bossier Parish Libraries Central Library**  
**40 hours/week**

**DESCRIPTION:** As part of the Bossier Parish Libraries team, the Youth Services Assistant provides direct assistance to the public throughout the library. Basic duties include but are not limited to planning and implementing programs, events, and displays for youth, ages 10-18 years old, preparing materials for use in the library, assisting the public with various technologies and equipment, and assisting in other departments of the library as needed.

**WORK SCHEDULE:**

Monday through Thursday	11:00 a.m. – 8:00 p.m.
Friday	9:00 a.m. – 6:00 p.m.

You must be able to work the schedule exactly as it is posted. We are unable to alter this schedule to suit applicants.

**PAY RANGE:** \$12.32 to \$12.50 per hour

**QUALIFICATIONS:**

- High school diploma or equivalent
- One year experience in a library preferred OR one year prior experience in a public service related job working with appropriate age group
- Knowledge of public library practices and principles

For complete job description, please visit <http://www.bossierlibrary.org/job-opportunities>.

**TO APPLY:**

- Please read the detailed information on completing the application and pre-employment testing on our website at: <http://www.bossierlibrary.org/job-opportunities>.
- Complete Employment Application and Pre-Employment Testing at this link: <http://bit.ly/2UW9YnW>. Incomplete applications and testing will not be accepted.

**Current employees of Bossier Parish Libraries** interested in applying for an open position can submit a letter of intent to:

Leslie Ivy, Administrative Assistant  
Email: [libadmin@bossierlibrary.org](mailto:libadmin@bossierlibrary.org)

**DEADLINE TO APPLY:** This posting will remain open until position is filled.

**THE BOSSIER PARISH LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.**

**JOB TITLE:** Youth Services Assistant – Teen  
**BRANCH/DEPARTMENT:** Central Library, Youth Services  
**REPORTS TO:** Youth Services Librarian

## **JOB SUMMARY**

As part of the Bossier Parish Libraries team, the Youth Services Assistant provides direct assistance to the public throughout the library. Basic duties include but are not limited to planning and implementing programs, events, and displays for youth, ages 10-18 years old, preparing materials for use in the library, assisting the public with various technologies and equipment, and assisting in other departments of the library as needed.

## **ESSENTIAL JOB FUNCTIONS**

### **1. CUSTOMER SERVICE**

- a. Enhance the public's experience both inside and outside of the library
- b. Strive to present a welcoming environment for the public
- c. Ability to interact with staff and the public effectively and courteously at all times

### **2. PUBLIC SERVICES**

- a. Assists in planning and implementing library services to meet the needs and interests of the community
- b. Assists in planning and implementing library programs that offer information, special skills, or entertainment
- c. Assists Youth Services Librarian in assigned area of collection development
- d. Prepares draft budget requests for programs for the review and approval of the Youth Services Librarian
- e. Communicates to the Youth Services Librarian problems, needs, and strengths in assigned area
- f. Stays informed about current resources to meet the evolving needs of the community
- g. Facilitates requests for information and provides accurate and appropriate answers
- h. Connects community with resources that encourage reading
- i. Other duties as assigned by manager(s)

### **3. COMMUNICATION AND INTERPERSONAL**

- a. Communicates competently with the public from diverse backgrounds
- b. Communicates effectively using both oral and written methods
- c. Develops and maintains positive and respectful relationships with staff and public
- d. Works effectively in teams with strong team building skills

### **4. OTHER RESPONSIBILITIES**

- a. Understands and acts in accordance with the basic values, ethics, policies, and procedures of the library
- b. Pursues professional development and continuing education opportunities
- c. Assists with circulation duties as needed
- d. Assists with departmental statistic tracking
- e. Answers the telephone and appropriately relays messages as needed

- f. Assists the public with self-service devices and resources
- g. Assists public with ILL and new material submissions
- h. Assists in planning, scheduling, and delivering programs to the public
- i. Ability to respond to a wide variety of practical problems and unpredictable circumstances without direct supervision
- j. Occasionally assists the public with computers
- k. Assists in creating promotional materials
- l. Researches publisher catalogs and professional journals to identify materials and recommend additions to the collection; consults with manager regarding recommendations

## **5. JOB STANDARDS**

- a. Ability to work from a team approach by building and maintaining effective and professional working relationships with all staff
- b. Models a positive, friendly and cooperative attitude to staff and public
- c. Anticipates and adapts to changes and challenges effectively
- d. Promotes a positive library image in the community
- e. Performs job in keeping with the policies and procedures of the Bossier Parish Policy Jury and Bossier Parish Libraries
- f. Must report to work on time in accordance with assigned schedule
- g. Ability to follow detailed oral and written directions
- h. Ability to receive constructive criticism in an effort to improve job performance
- i. Ability to perform essential job functions with minimal supervision
- j. Ability to operate general office equipment
- k. Ability to lift and move heavy objects, stoop, bend, move books, and sit or stand for prolonged periods of time
- l. Performs opening and/or closing procedures of the library
- m. Provides reader's advisory to the public
- n. Ability to assist with weeding
- o. Ability to shelf read
- p. Ability to perform essential job functions with or without accommodations

## **QUALIFICATIONS**

- 1. High school diploma or equivalent
- 2. One year experience in a library preferred **OR** one year prior experience in a public service related job working with appropriate age group
- 3. Knowledge of public library practices and principles
- 4. Ability to plan, organize, and prioritize work, based on patron demand, in order to accomplish quality work in an effective and efficient manner
- 5. Good problem solving skills; ability to think around problems and come up with creative solutions
- 6. Ability to handle a constantly changing flow of traffic; remain productive during slow times, be able to multitask effectively during busy times, exercise patience and professionalism during stressful situations
- 7. Ability to have and maintain a dependable attendance record

*This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this position. This person may be requested to perform job-related responsibilities and tasks other than those stated in this job description. It also does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Administrative Use Only	
Title	Youth Services Assistant – Teen
FLSA status	NE
Schedule	Mon – Thurs, 11am-8pm; Fri, 9am-6pm (40 hrs.)
Last revised	December 2018

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