

Date January 2024
Job Title Youth Services Clerk
Job Classification Library Clerk II
Hours of Work 20 hours per week; works at least one evening per week; works Saturdays on a rotating basis as applicable.
Location Harbor-Topky Memorial Library

Summary of Responsibilities

- Coordinates programming and services to teens

Job Qualifications

- A. Education/Experience: High School Graduate. Library experience preferred but not required
- B. Knowledge of: Teen trends. Services to teens.
- C. Skills and Abilities: Ability to follow and give instructions. Work independently and make decisions within policies and procedures. Must be able to lift and move shipments of library materials up to 25 pounds.
- D. Desirables: Previous experience working with teens. Experience with customer service. Must be efficient with computers and various technologies.

Supervisor Head of Youth Services

Primary Job Duties

- Plans programs for teens
- Coordinates teen volunteers
- Assists with children's and family programming
- Provides reference at children's desk
- Other duties as assigned

Secondary Job Duties

- Represents the library at county events
- Takes an active role at marketing related events
- Helps in the selection of young adult materials
- Performs circulation desk duties when needed

Decision Making Authority

Makes decisions within policies and procedures