

Avalon Free Public Library Position Description

Position: PT Youth Services Program Assistant	Department: Library
Reports to: Assistant Director – Programs and Engagement	Revised: August 2025
Status: Nonexempt	

Position Summary

The Youth Services Program Assistant is responsible for developing, coordinating, and executing all aspects of children's and teens' programming for the Library and History Center. They attend workshops and training programs as necessary to keep offerings current. Position includes community outreach, coordination with local schools for programming and outreach, and reading incentive programs.

Contacts

Regularly interacts with the entire administrative staff and has external contact with patrons, instructors, vendors, local businesses, media representatives, school officials, and the general public. Works closely with History Center and Library team colleagues. This position has access to patron information and Library resources.

Experience and Education

- **Required Experience:** Work experience demonstrating strong communication and customer service skills and experience working with youth in a professional capacity (e.g., education setting or similar). Minimum of one (1) year FT customer service or teaching experience, excellent organizational and program development skills, and Windows, MS Office, and general audio-visual proficiency required.
- **Preferred Experience:** Experience working with individuals of all ages in either a professional or organized capacity. Experience working in a public or school library. Knowledge of library software and Koha.
- **Education:** Bachelor's degree in a related field or equivalent combination education and experience, required. Master's degree in Library/Information Science, preferred.

Essential Functions

- Youth Services
 - Program planning and coordination
 - Research, coordinate, manage, and implement programs for ages 0-17 to be offered throughout the year, including weekends, evenings, and school vacation, including creating and executing programs in-house.
 - Develop and manage youth programming goals and budget in coordination with supervisor.
 - Conduct community analysis to understand local interests and trends.
 - Coordinates directional signage, setup, and breakdown for youth programs.
 - Create and maintain the digital and/or analog program registration lists. Position may include some management of online reading program software, in coordination with supervisor.
 - Following direction from marketing and technology colleagues, may use library equipment to produce social media content to aid in the promotion of Library and History Center youth events.
 - Assist with coordinating and promoting the summer reading program and programming.
 - In conjunction with the FT Programming Assistant, coordinate programs for and collaborations with local schools.
 - Oversee the teen and children's areas, including condition of shelves, displays, and general atmosphere of the room. May include shelving and shelf reading.
 - Assist patrons with locating materials in the children and teen areas.
 - Field reader advisory requests for youth and teen materials and refer to collections' staff, as necessary.
 - Manage crafts resources.
- Distribute Library and History Center marketing in the community via local partners and bulletin boards.
- While overseeing programs, may carry keys, open and close library, disarm and arm alarm system.

- Participates in the Program Committee and the AVES/SHES School Committee.
- Participate in community outreach, specifically youth-focused outreach.

Collateral Functions

1. Attend relevant workshops as necessary to maintain professional certification and/or knowledge.
2. Adheres to the Library's security guidelines and ensures the appropriate handling of sensitive information.
3. Works non-traditional hours based on operational needs and to meet the needs of the community.
4. Completes special projects specific to the function of the library or as needed for the library.
5. Other duties as assigned within the scope of position expectations.

Knowledge, Skills and Abilities

- A. Knowledge of the methods, techniques, and procedures used in planning and implementing programs and youth services activities.
- B. Possesses strong interpersonal skills as demonstrated by compassionate, courteous, cordial, cooperative, and professional interaction with Library patrons, co-workers, and the community.
- C. Demonstrates ability to manage multiple daily, weekly, monthly, and long-term tasks by carefully setting priorities, meeting deadlines, and scheduling time efficiently.
- D. Ability to learn and use various Library software and systems, Google Drive, Dropbox, and proof of willingness to learn new programs specific to duties.
- E. Knowledge of the functions and procedures of the circulation desk.
- F. Familiarity with sound systems and audio/visual presentation equipment
- G. Strong written and verbal communication skills and effectively communicate with individuals and groups.
- H. Ability to follow-up and follow-through with strong attention to detail.
- I. Ability to work well and maintain professionalism under occasional times of stress and pressure.
- J. Familiarity with operating office equipment and standard clerical practices.
- K. Demonstrates ability to follow oral and written instructions independently.
- L. Adheres to all Library and departmental policies and procedures.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee will divide their time between standing and sitting. The employee will occasionally reach, stoop, kneel, or climb a stool for program set up/take down.
2. The employee will use their hands to use tools and equipment; such as a computer keyboard and mouse.
3. The employee must occasionally lift and/or move up to 35 pounds; and occasionally push/pull a loaded book cart weighing up to 200 lbs. over carpeted floors for up to 60 feet.
4. The employee will frequently speak and listen when interacting with co-workers and patrons.
5. Specific vision abilities required by the job include frequent reading and close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The noise level in the work environment is usually moderate but may fluctuate.
2. Patron traffic fluctuates on a seasonal basis.
3. The temperature in the work environment is controlled.
4. Although work is primarily indoors, you will be required to travel outside to other community locations.
5. Position may require occasional trips to attend conferences, seminars, and meetings.

Nothing in this position description restricts management's right to assign or reassign duties to this job at any time.