

Shaler North Hills Library

1822 Mt. Royal Boulevard • Glenshaw, PA 15116 • 412-486-0211

www.shalerlibrary.org

Job Title: Youth Services Associate

Pay grade: Part-time, approximately 20-25 hours per week

Immediate Supervisor: Youth Services Coordinator

Job Summary: Under direction of the Youth Services Coordinator, this position serves the public through the design, planning and implementation of programs in the Library and at local middle school, high school and events. This position also requires assisting patrons while staffing the Youth Services Reference Desk.

Qualifications: College degree required. Public service experience required. Experience working and interacting with youth, families and caregivers in an educational or community setting preferred. Experience working specifically with tweens and teens a plus. Child Abuse History Clearance, PA State Police Criminal Record Check and FBI Criminal Background Check required upon hire. Valid PA driver's license and use of a personal vehicle are required.

Knowledge, skills and abilities: Outstanding people skills and commitment to service. Ability to maintain consistent, friendly, quality service and joyful relationships with all. Ability to exercise independent judgment, take initiative, make decisions, problem-solve within the parameters of library policy and based on experience. Ability to enjoy and celebrate change required. Willingness to make mistakes and graciously accept the mistakes of others. Strong belief in the power of libraries to empower people. Strong knowledge of developmentally appropriate practices. Excellent computer skills. Strong knowledge of literature for children, youth and caregivers. Experience with Google Suite would be helpful.

Primary schedule and essential duties of this position:

Tuesdays and Thursdays 1PM to 8PM; one Saturday per month 10AM to 5PM, one or two Sundays per month (October through April), occasional Saturday evening program (up to 1 per quarter)

- Plans and facilitates a minimum of two programs a month for students in grades 4-6
- Fosters and maintains current Teen Advisory Board and recruit new members for the development of teen programming, materials and services.
- Plans and facilitates a minimum of two programs per month for students in grades 7-12
- Embraces the Library as a whole and as such be aware of and promote all of the Library's events and policies.
- Creates displays and straightens the departments. Shelves as needed.
- Answers telephone, assists patrons using the library ILS system.

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- Assists patrons with library equipment, computers, and electronic materials. Provides basic maintenance service of computers and equipment. Notifies librarian on-duty of further equipment issues and facility issues.
- Follows opening and closing procedures.
- Participates in meetings, in continuing education opportunities and professional development. Occasionally collaborate with staff and volunteers on library-wide projects and events.
- In conjunction with Board, Director and Staff, updates/creates and enforces library policy.
- Performs other duties as assigned.

Work environment: Requires physical ability to lift, bend and push carts full of library materials. Stoops, stretches and climbs to retrieve, shelve and display materials. Also requires the ability to set up tables and chairs in community room. Repetitive functions, including computer use. Frequent exposure to noise, disruptions, typical household cleaning products and stress. Periodically works beyond normal work hours or on as-needed basis, including evenings and weekends.