

St. Joseph County Public Library

Position Title:	Youth Engagement Associate Librarian
Level/Status:	8/Non-Exempt
Beginning Pay:	\$16.13 - \$18.97, Hourly
Pay Range:	\$16.13 - \$21.81, Hourly
Agency:	Various
Location:	Various Locations

Education and Experience:

- Bachelor's degree from an accredited four year college or university.
- Experience with youth programming.
- A valid State of Indiana Librarian Certification, Level 5 obtained within three years of hire as a condition of employment.

Hours

- Full time, 40 hour workweek
- Evening and weekend work as required.
- Flexible availability for emergency situations.

Requirements:

- Spanish language skills preferred.
- Excellent verbal and written communication skills, as well as strong organizational skills.
- Public service orientation and commitment to excellent and genuine customer service.
- Demonstration of character and integrity in all situations while upholding SJ CPL's ethical standards.
- Experience working with and proficiency with computers, including Internet, Microsoft Office, Google Suite, and Windows and Mac OS and communication technologies.
- Knowledge of library materials and services appropriate for a variety of patrons.
- Physical agility and strength to bend, reach, lift, and move library materials (20-25 lbs.) and to stand for long periods of time.

Ability to:

- Plan and prioritize. Make decisions and work independently and interdependently.
- Accept and manage change. Maintain composure and overcome stress in any situation.
- Identify efficiencies and implement improvements in workflow.
- Display high standards of ethical conduct, honesty, and integrity. Lead by example.
- Understand, endorse, and communicate the St. Joseph County Public Library's policies and procedures in a courteous, friendly, and positive manner.
- Be enthusiastic, creative, flexible, energetic, value diversity, and possess a sense of humor.
- Problem solve in a professional manner with Library patrons, co-workers, and Leadership.
- Form and maintain excellent working relationships with library staff at all levels, patrons and community organizations. Network and partner with appropriate community organizations.
- Manage confidential information appropriately.
- Work patiently and creatively with all patrons.
- Model excellent customer service.
- Teach and instruct others on a variety of topics.
- Become proficient with current library technology.

St. Joseph County Public Library

Position Title:	Youth Engagement Associate Librarian
Level/Status:	8/Non-Exempt
Beginning Pay:	\$16.13 - \$18.97, Hourly
Pay Range:	\$16.13 - \$21.81, Hourly
Agency:	Various
Location:	Various Locations

Essential Job Duties:

Help patrons use the library and create a destination for neighborhood youth by providing daily after school programming. Under the direct supervision of the City Branch Manager, and with an unwavering commitment to Diversity, Equity, and Inclusion, the Youth Engagement Associate Librarian will:

1. Provide hands-on customer service. Assist patrons with library accounts.
2. Help patrons one-on-one with a variety of in-depth projects and topics such as completing governmental forms, school projects, job applications, etc. Provide readers' advisory, and reference services to patrons.
3. Connect patrons digitally by helping them use a variety of devices and technologies.
4. Perform daily departmental procedures including cash register operations. Use a variety of library technologies and softwares. Troubleshoot computers, copiers, and equipment as needed.
5. Plan and implement activities and experiences to engage neighborhood youth. Actively participate in community initiatives and outreach. Provide training as needed on a variety of topics.
6. Participate in merchandising and maintaining branch appearance including managing displays and performing shelving responsibilities.
7. Assist with collection development for departmental materials. Keep abreast of cultural, library, and publishing trends.
8. Supervise department in the absence of the manager or assistant manager.
9. Perform other related duties as assigned.