

JOB TITLE: Youth Services Specialist

GRADE LEVEL: 4 A&B \$23.23/hr - \$33.44/hr

GENERAL DESCRIPTION: Specialized duties in Teen and/or Children's Services

SUPERVISION RECEIVED: Under the direct supervision of the Head of Children's Services, Head of Teen Services or other designated supervisor.

SUPERVISION EXERCISED: May supervise clerks or pages as required.

EXAMPLE OF DUTIES, INCLUDING BUT NOT LIMITED TO:

1. Assists with various library duties in Children's & Teen Services, including basic reference, readers advisory, and instruction in library resources.
2. Assists with planning and implementing youth programs including story hours, literature based programs, gaming & STEM activities and class visits as assigned.
3. Assists with individual and group instruction in the use of library services and facilities, including use of automated systems, online databases and the internet.
4. Participates in community outreach activities.
5. May assist with the maintenance of the Children's & Teen Services online presence (website, social media, e-newsletters, etc.).
6. Prepares booklists and displays.
7. Performs other related tasks as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

1. Strong public service attitude, especially in working with youth.
2. Commitment to an equitable and inclusive approach to public service and a demonstrated ability to connect with and relate to people from all walks of life.
2. Ability to maintain effective working relationships with coworkers and the public in a diverse workplace setting.
3. Knowledge of and interest in children's & teen literature.
4. Self-motivated and experienced working with youth.
5. Ability to organize and prioritize work.
5. Proficient in Windows desktop environment and in the use of Microsoft Office applications including but not limited to: Word, Excel, Publisher, PowerPoint, etc. Demonstrated ability to learn new programs applications and emerging technologies.
6. Initiative, creativity, flexibility, resourcefulness and good judgement as well as effective communication skills.

EDUCATION/EXPERIENCE:

1. Demonstrated experience in public library, school, licensed daycare or youth-centered setting.
2. Bachelor's degree OR a combination of education and experience or training as would indicate the ability to do the work.
3. Bilingual candidates highly desirable.

PHYSICAL DEMANDS/ EQUIPMENT UTILIZED:

While performing the duties of this job, the employee is regularly required: to use hands; to frequently stand, walk, stoop, bend and reach with hands and arms; to occasionally kneel or crouch; to regularly lift and/or move up to 10 lbs. This position requires use of standard office

equipment such as personal computer, telephones, fax and copy machines. The Stratford Library is committed to the full inclusion of all qualified individuals. As part of this commitment, the Stratford Library will ensure that persons with disabilities are provided reasonable accommodations.

WORK ENVIRONMENT: Standard library work environment; noise level is usually moderate.