



TITLE: Tween Services Associate I

DEPARTMENT: Youth Services Department

REPORTS TO: Supervisor- Tween Services

GRADE: 4

FLSA STATUS: Non-exempt

EFFECTIVE DATE: _____

APPROVAL: _____

JOB SUMMARY:

Assist the Tween Supervisor and Youth Services Management Team with operations of the Youth Services Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Works under the direction of the Tween Supervisor to support the goals and strategies established for the Tween area.
- Serves on a team of Tween Services Associates to assist with programs for children ages 8 through 11
- Attend webinars and peruse library blogs and other online resources to keep abreast of current issues relevant to young children.
- Assist with programs for all ages as assigned.
- Provide basic instruction on using the online catalog.
- Assist in providing basic reference and readers' advisory to all children.
- Maintain an atmosphere that fosters creativity and learning.
- Have thorough knowledge of library policies.
- Other duties as assigned.

PHYSICAL/MENTAL REQUIREMENTS:

Extensive standing; some sitting, stooping, bending, lifting books up to 25lbs, and pushing carts up to 100lbs

Requires repetitive hand and shoulder movement

Good vision and hearing

Requires mental alertness and attention to detail

Must be able to communicate clearly

Good hand dexterity for computer

EDUCATION:

High School diploma required.

EXPERIENCE:

- High School Degree
- Strong commitment to customer service
- Flexibility to adapt to changing situations and to varied work schedules
- Competent user of user of automated services and related technologies

JOB SETTING/ENVIRONMENTAL/SOCIAL CONDITIONS:

Indoor conditions.

Must maintain professional manner when dealing with patrons, staff, and others.

Must be able to work independently as well as with a team.

Evening and weekend work required.

Essential functions of this position must be performed with or without a reasonable accommodation. Requests for reasonable accommodation will be considered on a case-by-case basis.

2016

Reviewed 3/2018