

## POSITION DESCRIPTION

Class Title: Library Assistant – Teen and School Aged Services  
Department: Hershey Public Library  
Date: January 2023

Rate of Pay: \$14.25 per hour, 20 hours per week

Schedule: One weekly front desk shift (3-4 hours) as well as one 7-hour Saturday shift on a 4-5 week rotation. Most other hours are flexible.

### GENERAL PURPOSE

The Library Assistant – Teen and School Aged Services works in cooperation with the Children's and Teen Librarian to plan and implement dynamic programming that inspires and engages patrons ages 8-18. The Library Assistant – Teen and School Aged Services will work with the Children's and Teen Librarian to cultivate an environment where teens feel at home in their library.

### SUPERVISION RECEIVED

Works under the policy guidance and direction of the Library Director.

### SUPERVISION EXERCISED

Exercises supervision over all staff and building/equipment operations in the library including opening and closing procedures when designated as Person-in-Charge.

### COOPERATIVE RELATIONSHIPS

Works in close cooperation with Children's and Teen Librarian and Adult Program Manager to create the Programming committee as well as other library and township staff, program speakers, entertainers, volunteers, vendors, area libraries and schools, and local businesses.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, implements, and evaluates programming that engages children ages 8-18 in our community.

Monitors trending topics in library services to keep programs and services current.

Ensure access to a wide variety of library resources, services, and activities for and with all patrons ages 8-18, especially those facing challenges to access.

Actively promotes respect for cultural diversity and creates an inclusive, welcoming, and respectful library atmosphere that embraces diversity.

Responds to all interests and needs and acts in partnership with patrons ages 8-18 to create and implement activities and to foster leadership in that age group.

Provides prompt, courteous, and direct assistance to all patrons with basic information regarding use of library materials, equipment, and services.

Plans, develops, and organizes readers' advisory services and tools, including lists, displays, and merchandising methods.

Develops and implements Summer Reading Program for ages 12-18 in cooperation with the Programming Committee.

Schedules meeting room use for programs/events in cooperation with the Circulation Services Coordinator.

Works regular shifts at the public desk.

Performs other duties as required.

### PERIPHERAL DUTIES

Assists in other departments during peak periods or as needed.

Participates on township staff committees and in other township activities as directed.

Develops and maintains contact with other libraries, newspapers, and programming professionals.

Attends a minimum of six hours of continuing education classes every two years.

### DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED. (Two years of college, university, or vocational education is preferred.), and
- (B) One year experience in a library or other agency preferably in children and young adult library services, education, theater, or recreation, with demonstrated ability to plan and delivery appropriate programs.
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Ability to communicate and express ideas effectively both verbally and in writing.
- (B) Some knowledge of the principles and practices of children and young adult programs, young adult literature and teen programming needs
- (C) Skill in operation of listed tools and equipment
- (D) Ability to plan, organize, coordinate, and implement teen library programs
- (E) Ability to establish and maintain effective working relationships with colleagues, other agencies, and the public.
- (F) Ability to identify needs of adult and young adult patrons and provide a high level of service.

- (G) Ability to plan, organize, and carry out complex projects, ideas for new services, programs, events, and promotions.
- (H) Ability to work effectively and courteously with the public, colleagues, volunteers, and other individuals and groups.
- (I) Skill in the operation of the listed tools and equipment.
- (J) Working knowledge of basic office procedures and computer competencies

### SOFT SKILLS REQUIRED

Ability to work as a part of a team

A positive attitude

Ability to be self-motivated

Ability to be flexible through changing circumstances

Ability to demonstrate a positive image in a professional manner

Commitment to HPL Workplace Values:

- We are kind
- We put patrons first
- We have fun
- We are encouraging
- We come to work ready to work
- We respectfully communicate expectations and openly receive feedback
- We remember we're all in this together

### TOOLS AND EQUIPMENT USED

Integrated library system (ILS), Windows, Office 365, Android OS, Apple iOS, Evanced Event Calendar, When2Work scheduling software, Beanstack summer reading software, copy and scanning machines, phone; cash register, and AV equipment.

### 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.

While performing the duties of this job, the employee is frequently required to walk, sit, stand for long periods of time, talk and hear. The employee is frequently required to use hands to finger, handle, feel or operate such objects as library materials (books, DVD's, etc.) or tools such as computer equipment and other office machinery. The employee is frequently required to reach with hands and arms, stoop, kneel or crouch, such as during the shelving or retrieval of materials, and to climb or balance on step stools or other tools.

This employee must be able to speak articulately and audibly for the delivery of programs to children, teens, and adults.

The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include 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 an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderately quiet. Dust levels are moderate to high because of numerous paper items.

### SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview, reference check, and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.