

**Goffstown Public Library**  
**Job Description**

**LIBRARY ASSISTANT – YOUTH SERVICES**

**Grade/Classification:** Non-exempt, hourly position.

**Job Summary:** The Library Assistant-Youth Services is responsible for assisting the Head of Youth Services with planning and implementing programming for youth through high school age. Provides reader's advisory and reference services to youth and their parents and participates with local youth-oriented groups. This position requires significant interaction with the public.

**Accountability:** Reports to the Head of Youth Services or other senior staff. There is a six-month trial period and performance reviews are scheduled annually.

**Supervisory Responsibility:** none

**Equipment Used:** To include but not limited to computers and peripherals, photocopier, telephone, barcode reader, and small hand tools; electronic smart devices, tablets, and readers.

**Environment:** Most tasks and duties are performed within the Library building; regular visits to local schools and attendance at library conferences and professional meetings outside the Library. Programs and events may also take place outside the Library building and in parks and other public areas.

**Normal Hours of Duty:** As scheduled, including evenings and Saturdays. (Subject to change)

**Duties and Responsibilities:**

The following functions are considered essential for this position:

- Assist visitors in locating appropriate materials and using public access terminals for the catalog, Internet, and subscription databases, including instruction to the public.
- Provide reader's advisory and reference services to the public, in person, over the telephone, through online chat, and/ or via e-mail.
- Attend meetings and professional conferences at the discretion of the Head of Youth Services and the Library Director.
- Represent the library on community and statewide professional and youth-oriented organizations at the discretion of the Head of Youth Services.
- In partnership with the Head of Youth Services and the Youth Services Librarian, plan and facilitate programming and special events for youth.
- In partnership with the Head of Youth Services and Youth Services Librarian, develop the annual Summer Experience including planning and executing.
- Provide outreach programming and after-school programming outside the library building, as dictated by demand, staffing, and budget.
- Promote library activities and programs to the public in person, over the telephone, and/or via email.
- Assist with maintaining the teen collection as deemed appropriate by the Head of Youth Services and the Youth Services Librarian.
- Assist the Youth Services Librarian with the monthly preparation of teen statistics.

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- Contribute to the Library's teen Facebook page and/or other social media as deemed appropriate by the Head of Youth Services and Youth Services Librarian.
- Develop and maintain displays, bulletin boards, and reading lists.
- Provide coverage within the library as assigned.
- Perform other related duties as assigned.

### **TRAINING, SKILLS, EXPERIENCE**

Bachelor or Associate degree or equivalent college courses required; may be waived by Library Director. Related public service experience required, preferably in a public library setting. Experience working with children from birth up through high school age preferred.

### **OTHER CONSIDERATIONS AND REQUIREMENTS**

Job requires some lifting, kneeling/squatting, frequent walking, and stair climbing, along with the ability to climb on stools and ladders to retrieve materials on high shelves. Ability to listen, understand and interpret visitor and staff requests and questions is critical. Excellent multitasking, flexible thinking and customer service attitude is required. Ability to work cooperatively and patiently with staff and library users; excellent verbal and written communication skills; computer literacy is required. Must be self-motivated and able to work with minimal to moderate supervision. Enthusiasm for reading and information systems is a definite plus. Appropriate attire and a courteous manner are expected.

### **Attached: Physical Activities Requirements**

Approved by Library Board of Trustees. February 7, 2024