



Youth Services Assistant (Teen Focus)

General Summary

Under general direction, the Youth Services Assistant has the responsibility for designing and implementing programs and events for children and teens. The Youth Services Assistant reports to the Youth Services & School Liaison Coordinator

Essential Job Functions

1. Prepares and conducts school visits throughout Putnam County
2. Prepares and conducts story times in accordance with the Every Child Ready to Read Initiative
3. Prepares and hosts Family Movie Nights, Craft Nights, and Family Fun Nights
4. Prepares and hosts Teen programs
5. Assists with the planning and implementation of the Summer Reading Program at all library locations
6. Creates bulletin boards and displays for all library locations
7. Collects statistics on program activities for the Youth Services & School Liaison Coordinator
8. Assists patrons with checking out materials
9. Attends annual training
10. Other duties as assigned.

Knowledge, Ability, and Skills

1. Ability to conduct oral presentations to children and teens in a manner that is entertaining and fun for the presented age level
2. Ability to communicate effectively both verbally and in writing
3. Ability to work with all age groups through a variety of formats
4. Ability to organize work for efficient use of time
5. Ability to multi-task and to concentrate in a fast paced office
6. Adjust job priorities on a short notice
7. Ability to push or pull loaded book carts weighing up to 60 pounds
8. Ability to move/ lift 25 pounds
9. Physical activity includes but is not limited to prolonged periods of sitting, as well as periods of standing, walking, stretching, bending and stooping

Minimum Qualifications

1. Two Year College Degree in appropriate subject area or Two to Five years of experience with children's programming.
2. Two to Five years of experience with children
3. Driver's license, insurance and access to a vehicle.
4. Willingness to travel around the county to all library locations, preschools, and other locations
5. Willingness to work longer than an eight hour day if necessary

Salary Range:

\$11.04 to \$14.97 per hour

Deadline:

May 22, 2019

Send resume to Kelly Ward, Director Putnam County District Library 136 Putnam Parkway Ottawa, OH 45875

Note: This job analysis describes the nature and level of assignments normally given in this position. They are not an exhaustive list of duties. Additional related duties may be assigned