

## **Springfield Township**

## **Job Title: Youth Services Clerk (part-time)**

Department: Library

### **Job Objective (Purpose of the position):**

The person in this position performs tasks to support the youth services department: provides assistance to customers at the children's desk, assists in implementing youth library programs, assists in promoting youth programs, and maintains order and efficiency in the children's space.

**Reports To:** Head of Youth Services

**Work Schedule:** Part-time 12 hour per week position

### **Essential Job Functions**

- Provide assistance to customers at the children's desk (answer questions, provide help in finding materials).
- Assist in implementing programming for youth via materials preparation and help with set-up and clean-up.
- Assist with creating marketing materials for youth programs and services.
- Help monitor and maintain children's space.

**Secondary Duties** Assists in all duties and projects related to the functions and responsibilities of the department. These niche duties are assigned according to changing departmental needs and individual staff strengths/talents.

### **Essential Knowledge, Skills & Abilities:**

### **Minimum Education, training, experience**

- High School Diploma, AA, or BA Preferred
- Able to forge strong positive bonds with primary service clientele, with visible and evident energy and enthusiasm for serving that clientele.
- Strong Experience in customer service to public.
- Excellent ability with Internet and other electronic information resources, technologies and devices
- Strong ability to self-direct with excellent collaborative teamwork and problem-solving skills.
- Exceptional oral and written communications skills; fluent in English
- Personable, organizational and multi-tasking skills.
- Valid driver's license

### **Job Location (Place(s) where work is performed)**

Free Library of Springfield Township, Springfield Township Administration Building, and various sites within and outside the Township's borders

### **Equipment (Examples of machines, devices, tools, etc. used in job performance)**

Library computer system, personal computer, Microsoft applications, photocopier, telephone and automobile

### **Required Talents & Leadership Competencies**

**Talents:** Service, ethics, responsibility, creativity, empathy, persuasion

**Leadership Competencies:** Continuous learning, flexibility, team building, customer service, interpersonal skills, oral and written communications

### **Physical Demands**

- Frequent walking, standing (upwards of two hours at a time) and sitting.
- Position involves lifting and carrying at least thirty (30) pounds and the ability to push at least one hundred (100) pounds on wheels.
- Extensive bending, stooping, pulling, reaching, handling and feeling.
- Manual dexterity; ability to operate computer keyboard and mouse.
- Good vision; correctible to 20/20 and in color.
- Clear speaking voice and good hearing.

**General Requirements for All Library Employees**

- Ability to project workplace image of specific job title.
- Ability to adapt to change.
- Ability to develop and maintain positive working relationships with co-workers.
- Ability to comprehend and follow library policies and procedures.
- Ability to develop an awareness of library-wide operations.
- Ability to exercise good judgment at all times.
- Ability to meet physical requirements of specific job title.
- Participates in staff, department and management team meetings.

Approved by \_\_\_\_\_ Date: \_\_\_\_\_