



Belleville Public Library & Community Center

Library Assistant – Youth Services

Belleville Public Library seeks a friendly, energetic, organized person who enjoys working with children of all ages to coordinate our youth services program. This position will be responsible for developing fun, creative services and programs for children and teens that foster their love of reading and life-long learning. The ability to provide high quality early literacy learning experiences for preschoolers and caregivers is a must for our growing community. As a member of our team, build community connections and create a welcoming, inclusive, and respectful environment for all.

This part-time position will be responsible for:

- Youth Services – Delivering programming for children, teens, and families. Assisting in collection development. Building partnerships within our community.
- Makerspace – Using your tech skills to develop STEAM-based programming.
- Circulation – Helping our patrons make best use of our library by providing circulation, readers' advisory, and tech help at our circulation desk.

Belleville is a small community (pop. 2500) experiencing growth with new housing development and young families moving to Belleville and the surrounding rural area. Located in Dane County just south of Madison, Belleville has a 140+ year tradition of local library use and a brand new 13,800 square foot library. With generous space for children's collection and programming, plus a teen area and Makerspace, there is opportunity to build on our successful youth program to meet growing community needs.

Schedule: 25 hours per week. See job description for details.

Qualifications: High School diploma or equivalent with a Bachelor's degree preferred. Experience planning children's programming required. Public library experience and strong tech skills are a plus.

Wages: \$15 - \$17 per hour depending on qualifications and experience.

Benefits: The Village of Belleville provides an excellent benefit package including pro-rated benefits for part-time employees.

To Apply: To apply, please submit a resume, cover letter, and three professional references to Library Director Bronna Lehmann at blehmann@blvpl.org. Applications will be accepted until the position is filled with preference given to those received by October 7, 2022. A background check will be required as a condition of employment. The Village of Belleville is an Equal Opportunity Employer.

JOB DESCRIPTION

LIBRARY ASSISTANT – YOUTH SERVICES or YOUTH SERVICES COORDINATOR

Overview of the Position

This position is responsible for managing and implementing resources, services, and programming for youth from birth through age 18 and for their parents and caregivers. Responsibilities also include community outreach, children's and young adult collection development, and general library circulation duties. This position reports to the Library Director.

Essential Duties and Responsibilities

1. Youth Services
 - a. Plan and implement children and teen programming, including story time, after school programs, daycare visits, summer reading, and other programming.
 - b. Plan and prepare displays and drop-in activities in the children's and teen areas.
 - c. Work with Marketing librarian to publicize services and programs for youth.
 - d. Maintain an in-depth knowledge of authors, books, and series to provide reference and reader's advisory service for children and teens.
 - e. Assist in management of children's and young adult collections.
 - f. Build partnerships with the schools, daycares, businesses, local organizations, and other area libraries in order to promote and provide a wide range of services for youth and families.
 - g. Represent the library at outreach events, as well as providing school visits and library tours.
 - h. Recruit, train, and supervise volunteers.
 - i. Compile statistical information regarding children's and teen services.
2. Makerspace
 - a. Work with Adult Services librarian to set up and develop STEAM programming and other creative, hands-on learning opportunities for all ages.
 - b. Assist with equipment selection, along with policy and procedure development, for the Makerspace.
 - c. Write equipment use instructions. Develop training for the public and staff in how to use equipment.
3. Circulation
 - a. Provide excellent customer service to library patrons of all ages, including greeting patrons, checking materials in and out, answering reference questions, providing reader's advisory, issuing library cards, assisting with e-book use, and providing other routine patron services.
4. Assist patrons with computer use and troubleshoot basic computer, office equipment, and audiovisual equipment problems.
 - a. Demonstrate patience and skill in dealing with the public.
 - b. Make recommendations for collection development based on requests from patrons or from knowledge of gaps in the collection.
 - c. Open and close library depending on shift.

- d. Maintain detailed, current knowledge of the Bibliovation Integrated Library System (ILS) and South Central Library System policy and procedures.
 - e. Maintain confidentiality of library patron information.
5. Additional Responsibilities
- a. Assist Director or other staff with special projects or events.
 - b. Understand and follow library policies and procedures. Provide input as needed.
 - c. Apply principles of diversity, equity, and inclusion to foster an environment that is accessible and welcoming.
 - d. Document and maintain accurate procedures for position-specific duties.
 - e. Receive and resolve patron problems or refer public to Director.
 - f. Maintain library public areas in a clean and orderly fashion by maintaining orderly shelves, displays, light cleaning, and/or organizing tasks.
 - g. Participate in staff meetings to discuss and resolve problems, discuss ideas for improvement, and keep updated on library plans and activities.
 - h. Attend professional meetings, continuing education classes, webinars, and workshops that are relevant for position.
 - i. Regularly communicate with Director to discuss plans, share information, and receive direction.
 - j. Perform other related work as needed or directed by the Library Director.

Knowledge and Abilities

1. Ability to work with tact, courtesy, and a friendly attitude.
2. Strong computer skills, including Microsoft Office (Word, PowerPoint, Publisher), Canva, and social media platforms.
3. Ability to plan, promote, and facilitate events for children, teens, and families held in the library, as outreach in the community, or virtually.
4. Ability to understand and perform routine library procedures.
5. Ability to sort effectively in alphabetical or numeric order and understand the Dewey Decimal System.
6. Ability to communicate effectively in English with staff and patrons in person, on the phone, or in writing.
7. Ability to operate computers, other office equipment and audiovisual equipment, and to troubleshoot minor problems.
8. Ability to work both independently and collaboratively.
9. Ability to organize and prioritize work, respond to varied/changing work demands, meet deadlines, and make decisions as required.
10. Ability to follow detailed written and oral instructions.
11. Ability to keep clear and organized records.
12. Ability to understand and follow patron confidentiality policy and other library policies.
13. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public and library staff.

Physical Demands

1. Sitting or standing for long periods of time is required.
2. Ability to bend, stoop, kneel, crouch, stand, and reach in order to provide patron services and other essential functions.

3. Ability to reach shelves of various heights, move full book carts or wheeled book shelves (60-100 lbs.), and lift heavy containers (up to 30 lbs.) occasionally during a work shift.
4. Physical dexterity to guide customer through library as needed.
5. Ability to read, write, and communicate fluently in English.
6. Ability to talk and hear; use of telephone.
7. Near vision to read faded type and small font size on item labels, plus regular reading on computer monitors.
8. Far vision to observe patrons in need of assistance from a distance of 20 feet or further.
9. Dexterity to perform data entry on a computer, laptop, tablet, or other electronic device.

Mental Requirements

1. Communication skills – effectively communicate ideas and information in written, oral, and visual forms.
2. Reading skills – effectively read and understand information contained in memoranda, reports, and bulletins.
3. Mathematical skills – ability to calculate percentages, fractions, decimals, and ratios. Ability to create and interpret basic descriptive statistical reports. Ability to sort decimals.
4. Work skills – ability to comprehend and follow directions effectively from supervisor in both written and oral form.
5. Time management skills – strong ability to adapt, stay organized, and multi-task in a dynamic work environment.
6. Decision-making skills – ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Environmental/Working Conditions

1. Environment is a busy public library with fluctuating activity levels and moderate noise levels.
2. Non-hazardous inside work environment.
3. Physical exertion may be required to lift books and supplies from overhead or from the floor.
4. Physical exertion may be required to move tables, chairs, carts, and wheeled book shelving.

Equipment Used

1. Ability to operate and troubleshoot typical library equipment – personal computer with keyboard/mouse, printer, scanner, barcode scanner, copy machine, calculator, fax machine, cash register, telephone, vacuum cleaner, disc cleaner, self checkout station, and audiovisual equipment.

Education and Experience

1. Must be 18 or older.
2. High School diploma or equivalent with a Bachelor's degree preferred.
3. One or more years of experience planning children's programming required.

4. Public library experience and strong tech skills are a plus.
5. Strong customer service, written language skills, and computer skills required.

Hours

1. 25 hours per week.
2. One evening per week and one Saturday per month is required. Additional evening or weekend hours may occasionally be needed.
3. Weekly schedule may vary to fill in for staff vacations, trainings, special events, etc.
4. Must attend monthly one hour staff meeting.
5. Benefits include pro-rated health, dental, and vision insurance, vacation, sick leave, paid holidays, and enrollment in the Wisconsin Retirement System.

Revised and adopted: September 14, 2022