

## MONROE COUNTY LIBRARY SYSTEM

TITLE:	YOUTH SERVICES TECHNICIAN/ NEWPORT/ SOUTH ROCKWOOD
SUPERVISOR:	Supervising Librarian
NATURE OF WORK:	Conduct and or support a wide variety of services, programs, and activities primarily for youth. Work in coordination with the supervisor, branch librarian and other youth librarians/support staff in planning, organizing, and presenting youth programming and services in assigned region.
DUTIES:	<p>In coordination with branch librarian:</p> <ul style="list-style-type: none"><li>• Plan and conduct story hours, discussion groups, and other informational programs;</li><li>• Implement outreach services for schools and the community within assigned region;</li><li>• Provide and support discussion groups, reading incentive programs and other programs for youth and their parents in assigned area;</li><li>• Coordinate, plan and implement youth programs in conjunction with other youth staff;</li><li>• Plan and conduct family and special programs several times per year;</li><li>• Coordinate and supervise volunteers to assist with youth services;</li><li>• Work with staff and public to promote library activities and services;</li><li>• Plan and maintain displays, bulletin boards, etc. related to youth services;</li><li>• Conduct tours, perform readers' advisory work, assist patrons in their selection of material in print and electronic formats;</li><li>• Work directly with patrons through clerical, circulation, and reference services;</li><li>• Evaluate and recommend youth web sites to MCLS Web Committee;</li><li>• Provide input to subject specialists for selection of youth materials;</li><li>• Serve on staff committees such as annual summer reading committee as necessary;</li><li>• Responsible for knowing and following system procedures and policies;</li></ul>

- Provide assistance in other departments and areas of the library system when assigned. While this position is currently assigned at the above location, MCLS reserves the right to require all employees to be available for assignments at any MCLS location.

**QUALIFICATIONS:** High school graduate or combination of education and experience, as determined by the director. General computer and keyboarding skills. Ability to operate in an online, networked and hands-on environment. Familiarity with Internet searching and navigation.

**PHYSICAL REQUIREMENTS:**

- Requires the ability for prolonged sitting or frequent standing; walking; bending and squatting; reaching and overhead lifting of books from high shelving;
- Requires the ability to reach overhead and lift books from high shelving;
- Requires the ability to lift ten to fifteen pounds frequently and thirty pounds occasionally;
- Requires the ability to push and/or pull heavy rolling carts.

**DESIRABLE ATTRIBUTES:**

- Love of children, teens and young adults;
- Good judgment and initiative, enthusiasm, creativity and flexibility;
- Knowledge of juvenile literature;
- Ability to plan ahead;
- Excellent communications skills;
- Excellent organizational skills.

**HOURS:** Up to 24 hours per week, including evenings and weekends

**GRADE:** T I - \$16.17

**APPLY TO:** Monroe County Library System  
Business Office  
3700 South Custer Road  
Monroe, MI 48161

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