



Elmwood Park
PUBLIC LIBRARY
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Kids & Teens Associate (Non-IMRF)

Date of Revision:

November 2021

Department:

Kids & Teens

Supervises Staff:

No

Status:

Part-Time, Non-Exempt

Reports to:

Head of Kids & Teens

Job Grade:

6

Job Summary:

The Kids & Teens Associate is responsible for providing quality customer service, reader's advisory and technology assistance to patrons of all ages while staffing the Kids & Teens Desk. Under the direction of the Head of Kids & Teens, this position will assist Kids & Teens Department staff with implementing library services, programs, and initiatives.

Minimum Qualifications:

Education and Experience:

- Bachelor's Degree required.
- Experience working with youth required.

Knowledge, Skills and Abilities:

- Demonstrated ability to provide excellent customer service.
- Knowledge of literacy and youth development from early childhood to young adulthood.
- Knowledge of popular materials, programming, and trends in library services for kids and teens.
- Familiarity with technology currently used in a library setting, including Microsoft Suite, Google Suite, and Windows operating systems and a comfort and willingness to learn new technologies as they emerge in the profession.
- Strong written and oral communication skills, ability to communicate effectively in English.
- Good interpersonal skills and the ability to establish, maintain, and foster cooperative and courteous working relationships with the public, peers, and supervisors.
- Ability to work with minimal supervision, establish and maintain priorities, meet deadlines, exercise initiative, and make independent decisions.

Desired Skills:

- Ability to speak, read, and/or write in Spanish, Polish, or Ukrainian.

Essential Job Functions:

- Create and maintain a welcoming, safe and comfortable library environment for all patrons.
- Provides quality customer service, reader's advisory and technology assistance to patrons – in person, online, and on the phone - and instructs them in the use of library resources.
- Creates displays, book lists, and resource guides for kids, teens, and caregivers.

- Selects, replaces, and weeds materials in designated collection areas under the direction of the department Head.
- Assists Kids & Teens Department staff with implementing library services and initiatives.
- Plans and implements passive programming for kids, teens, and families.
- Supports, upholds, and serves as an example of the Library's core values statement.

Additional Duties:

- Assists staff in preparing and facilitating programs.
- May plan, prepare, and conduct story times for kids and their caregivers.
- May participate in community events and other outreach opportunities as needed.
- Attends regular meetings, workshops, and training sessions.
- Follow policies and staff emergency training to navigate difficult situations using independent judgment.
- May participate in library committee work.
- Staffs all public service desks as needed.
- Other duties as assigned.

Working Conditions/Job Requirements:

- Extensive hours of computer use.
- Requires some evening and weekend shifts.