



City of Chicopee Job Description

Job Title: Youth Services Specialist
Department: Library
Reports to: Youth Services Coordinator
Grade: C
Prepared by: Library Director

Summary: The Youth Services Specialist provides library public services, programming, outreach, and collection development for youth through age 18.

Essential Duties and Responsibilities:

- Provides public services and reference assistance to children and young adults
- Develops and conducts youth programming, to include but not limited to storytimes, the scheduling of performers, crafts, and club interests
- Provides information literacy instruction and assists with homework help
- Promotes library services by participating with school and community group tours.
- Provides outreach, including attendance at school open houses and community events to promote library services
- Creates displays of new materials with coordinated themes
- Works as an integral team member of the Youth Services department to assist in the coordination of substantial programming initiatives
- Participates in planning, publicity, and implementation of the Library's summer reading program and incentives
- Coordinates circulation activities for youth services and maintains consistency with policies and procedures.
- Participates in collection development for youth collections.
- Participates in grant seeking and implementation.
- Participates in the design of web pages and performs linking and all other tasks required to create, develop and expand web pages and services to youth
- Participates and initiates school/library collaborations
- Creates publicity and flyers to promote events
- Assists with the supervision of library staff while performing youth services duties
- Provides monthly statistics as needed
- Assists at other public service desks as needed
- Assists with collection maintenance as needed
- Performs related work as required

Supervisory Responsibilities:

- Supervises library operations in the absence of senior staff as needed

Qualifications:

- Thorough knowledge of C/WMARS automation system, policies and procedures
- Thorough knowledge of information literacy instruction and database usage
- Ability to establish and maintain effective working relationships with superiors, associates, subordinates, officials of other agencies and the general public
- Comprehensive computer skills including all office programs, and software applications supportive of library presentations and applications
- Ability to design web pages and presentations
- Organizational ability and strong public service orientation
- Ability to work independently, prioritize and adapt to changing technologies

Education:

A Master's Degree in Library Science with 2 years demonstrated youth services experience in a public library, or a Bachelor's Degree with 5 years demonstrated youth services experience in a public library, or an Associate's Degree with 10 years demonstrated youth services experience in a public library. Strong background in youth programming is required.

LANGUAGE SKILLS

- Effective verbal and written communication skills

MATHEMATICAL SKILLS**REASONING ABILITY****PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit and use hands to finger, handle or feel. The employee is required to walk through out the building and/or grounds regularly. May occasionally be required to reach with hands and arms climb or balance stoop, kneel, and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed under typical library conditions; the noise level is quiet at most times.