Youth Services Library Assistant: Bookshare

June 2022

The library is now accepting applications for a Youth Services Library Assistant to work at the Cedar Mill Library location with the Bookshare program. Bookshare is an outreach program bringing library services to child care providers and the children in their care. This position is 40 hours per week, typically spread over 5 days per week, Monday -Friday. This position assists in the delivery of book boxes requiring a valid driver’s license and access to a vehicle. To apply, submit a cover letter and resume to cedarmill@wccls.org. Applications reviewed as submitted. Position open until filled. Planning an August 1 start date.

Please answer the following 3 questions in your submission:

1. Describe your experience working with volunteers; particularly in the area of training.

2. Describe your experience working with a team as a member and/or leader.

3. What is the purpose of outreach? How does the child care community receiving library services benefit?

Please begin the subject line of your email with Youth Services Library Assistant: Bookshare

Hiring range starts at $3,120 per month;

403b Retirement plan employer contributes after1 year, but employee may participate sooner (not PERS)
Flexible spending plan for health expenses and dependent care reimbursement
PTO,Sick leave, EAP

Job Description attached.
TITLE: Youth Services Library Assistant: Bookshare

GENERAL DESCRIPTION:


Reports to Early Childhood Outreach Librarian

ESSENTIAL FUNCTIONS:

1. Serve as support staff for the Bookshare outreach program.
   a. Prepare delivery routes
   b. Deliver routes when a volunteer is not available
   c. Sort out delivery issues including traveling to child care sites, if necessary
   d. Train and supervise volunteers in route delivery, book box check-in and laminating books. Reserve meeting rooms for volunteer use.
   e. Check-in book boxes
   f. Update book boxes, as needed
g. Prepare new books to be added to the collection
h. Maintain professional storytime collection and story boxes.
i. Provide storytime at child care sites, as needed.
j. Assist with Outreach Summer Reading tasks
k. Prepare craft bags for child care sites
l. Maintain proper documentation and record statistics.
m. Various organizational tasks
n. Shelve READS program books
o. Order supplies

2. Other Duties
   a. Provide patron assistance on all public service desks.
   b. Work on special projects as assigned by supervisor.
   c. Attending meetings and training sessions designed for public service and youth service.
   d. Provide some in-library service. Assist with all aspects of public services following Cedar Mill & Bethany Community Libraries and WCCLS (Washington County Cooperative Library Services) policies and procedures.
   e. Participate in departmental goal setting, problem solving, program execution, documentation, and evaluation.
   f. Understand and apply library professional standards including ALA Library Bill of Rights, ALA Code of Ethics and patron confidentiality.

ESSENTIAL PHYSICAL SKILLS
1. Must be able to move from one area to another quickly.
2. Must be able to reach arms above head.
3. Must be able to kneel, sit and squat.
4. Must be able to stand for up to three hours at a time.
5. Must be able to use both hands, wrists and arms repetitively.
6. Must be able to use eyes, hands and fingers simultaneously.
7. Must be able to push and pull book trucks weighing up to 100 pounds.
8. Must be able to lift and carry piles or boxes of books weighing up to 25 pounds.
9. Must be able to place materials on appropriate shelves. This involves lots of bending, stretching, squatting and stooping.

ESSENTIAL COGNITIVE SKILLS
1. Must be able to communicate effectively in English, with the public, staff and volunteers.
2. Must be able to alphabetize using the English language alphabet.
3. Must be able to follow written and oral instructions.
4. Must be able to use basic math skills, including being able to sort numerically using whole numbers and decimals.
5. Must be able to exercise good judgment. Must be able to read and interpret information.
6. Manage multiple tasks in a public environment with tolerance for interruption, noise, and temperature variations.
7. Must be detail oriented.

EQUIPMENT USED
1. Computer, laptop and peripherals like scanners and printers.
2. Office equipment including telephone and photocopier.

QUALIFICATIONS REQUIRED:
1. Bachelor’s degree or equivalent experience.
2. Enthusiasm for and commitment to young people.
3. Demonstrated ability to work well with diverse staff, volunteers and public.
4. Ability to demonstrate a positive attitude, excellent customer service skills, cultural sensitivity, and good humor in an environment with constant public contact with multiple people of all ages and backgrounds.
5. Excellent communication skills, including telephone and email.
6. Ability to adapt to new technology quickly and demonstrate flexibility with technical equipment and software.
7. Self-motivated.
8. Detail oriented.
9. Computer skills.
10. Basic math skills.

DESIRED SKILLS
1. One year library experience.
2. Familiarity with automated library systems, personal computer and mobile applications and other appropriate technologies used in public libraries.
3. Enjoyment of a variety of tasks.
4. Enjoyment of multi-tasking.
5. Familiarity with library collections.
6. Language skills in addition to English.

6/2022