



Fox River Grove Memorial Library Job Description

YOUTH SERVICES CLERK (10 or 18 HOURS PER WEEK)

The Youth Services Clerk provides responsive and friendly customer service while covering the Youth Services circulation desk; helping patrons with reference and readers' advisory; instructing patrons on the use of services, software, and equipment; shelving and processing materials; and assisting with Youth Services programming as assigned. This part-time, non-exempt position is set to either 10 hours per week or 18 hours per week. Benefits include paid holidays and paid time off. The Youth Services Clerk reports to the Youth Services Manager.

The Youth Services Clerk is an entry-level position assigned tasks and projects with specific instructions and procedures.

ESSENTIAL JOB FUNCTIONS

Customer Service

- Fulfills all opening, closing, and day-to-day facility procedures
- Works Youth Services circulation desk and all related duties, including troubleshooting for patrons, shelving materials, and requesting and handling interlibrary loans
- Answers directional, general reference, and readers' advisory questions from adult and youth patrons
- Assists patrons in the use of library-provided technology and online resources

Collection Development

- Recommends purchases, weeds, and withdraws materials, as assigned
- Processes and repairs materials, as assigned

Other

- Works closely with the Youth Services Programmer to complement, support, or supervise, moderate, or provide instruction for youth programs as an assigned substitute
- Attends and participates in all staff meetings
- Attends educational workshops and additional trainings when possible
- Other duties as assigned

ESSENTIAL QUALIFICATIONS

- Education: High school diploma or working toward it preferred
- Experience: Some work experience preferred but not required
- Skills: Responsive to text and email. Able to pass a background check. Microsoft Office, email, and familiarity with web-based searching and applications are required. Understand the library's role in the community. Able to work with the public, particularly being comfortable interacting with children and caretakers. Demonstrates an understanding of the importance of teamwork in a small library. Able to multitask. Willing to learn new things. Enthusiasm for working with children and being able to lead programming when needed are advantages.

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 regularly required to remain in a stationary position for periods of time; move about inside the facility; and constantly operate a computer and other office machinery, such as a phone, a cash register, a copy machine, and printers. The employee is regularly required to communicate information and ideas so others will understand and must be able to exchange accurate information in these situations. The employee must have the ability to observe details at close and far range. The employee must regularly retrieve from and replace items on high and low shelves. The employee must regularly set up and take down tables, chairs, and other furniture for library programs. The employee must occasionally move boxes weighing up to 25 pounds and/or push carts weighing up to 50 pounds.