

**Position Title** : **YOUTH SERVICES ASSISTANT - BRANCH**      **Position #: P205-22**  
**Dept/Branch** : **Public Services**  
**Reports to** : **Youth Services Librarian - Branch**  
**Position Supervises** : **N/A**

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## **I. Position Summary**

Under the direction of the Youth Services Librarian, the YS Assistant – Branch assists with the delivery of Children’s/Young Adult services in a branch library. Duties include reader’s advisory, reference and programming. This position requires considerable knowledge of children’s literature and reference interview techniques.

## **II. Accountabilities**

### **1. Public Services**

Plans and delivers children’s programs in-person and online. Programs include, singing in public, reading books to large crowds, action songs, flannel stories, draw and tell and fingerplays/rhymes. Programs may be run in home branch, other branches and in other community locations.

Delivers reference and reader’s advisory services to children and adults related to children’s literature and resources. Keeps a written record of work performed on unresolved reference questions. Refers unresolved questions to the Youth Services Librarian.

Assists customers to locate appropriate resources; performs searches of library catalogue, online resources and the internet.

Conducts class and group visits as required and provides orientation tours for children.

Assists customers in the use of library equipment as required.

### **2. Non Public Duties**

Assists with the maintenance of branch Children’s and Young Adult collections. Keeps assigned areas of the collection in order.

Prepares and sets up displays to support Children’s and Young Adult collections.

Prepares and sets up for programs efficiently.

Assists with ordering junior programming materials, the preparation of booklists, and requesting marketing materials.

May assist with the orientation of new staff to children’s services.

Participates in the development of Children’s programs and procedures under the direction of the Youth Services Librarian. Identifies any inconsistencies or problems in the delivery of youth services and reports them to the Youth Services Librarian.

Completes opening and closing procedures under the direction of the Youth Services Librarian.

**III. Working Conditions**

Works in a front-line public service environment and as such, deals with constant interruptions by person or phone. Has contact with public, employees at branches and Headquarters. May be required to lift and push heavy objects. Uses a computer.

**IV. Job Specification**

**a. Education**

Grade 12 or equivalent

Plus

Library Services for Children from an accredited Library Technician Program or equivalent.

Plus

Reference and Information Services from an accredited Library Technician Program or equivalent.

**b. Related Experience**

Minimum One Year (full time) library experience including service to children of all ages and the delivery of children's programs.

**c. Other Requirements**

- Considerable knowledge of children's literature and materials.
- Considerable knowledge of reference interview techniques.
- A working knowledge of computer software applications, including intermediate skills in Microsoft Outlook, Word and Excel.
- An interest in, and respect for children of all ages, combined with a willingness to approach young people in an open, non-condescending and non-judgemental way.
- Good oral and written communication skills.
- Good organizational skills, with the ability to work independently as well as in a team environment.
- Ability to communicate with courtesy and tact with staff and all sectors of the public.
- Physical ability to handle book bins, boxes of books and loaded book trucks.
- Ability to speak publicly to large groups.
- Efficient and accurate keyboarding skills.
- Valid BC Driver's licence.

**Drafted by:**

Leslie Brecht, Director of Human Resources

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Signature

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Date

**Approved by:**

Don Nettleton, Chief Executive Officer

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Signature

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Date