

## **LIBRARY ASSISTANT II — KidsSpace**

Reports to: Youth Services/Educational Outreach Manager  
Department: Youth Services

### **General Description**

The Library Assistant II - KidsSpace is supervised by the Youth Services/Educational Outreach Manager. The primary responsibility of the Library Assistant II is to assist with activities in the KidsSpace, provide excellent customer service, assist patrons using the library, and other duties as assigned by the Youth Services/Educational Outreach Manager.

### **Duties & Responsibilities**

- Assist with the development and management of all material collections located in KidsSpace libraries;
- Assist with exhibits and displays to enhance the library experience;
- Shelf books and other materials;
- Support diversified programming for children, including storytime, playtime, holiday, after-school and family reading events, as well as other age-appropriate activities;
- Help execute Summer Reading Program for 200-500 children, ages preschool–12 years;
- Use Dot method and AR websites to label materials accordingly;
- Prepare crafts and supply lists for children’s programming;
- Assist patrons on the public computers; keep public computer stations in good order;
- Assist patrons, primarily children and their parents, in finding materials and providing readers’ advisory;
- Clean and organize all materials and toys; must be willing to use cleaning chemicals to keep the library safe and sanitary for young patrons;
- Assist patrons with Cloud Library, library databases, OverDrive, OPAC and online library accounts;
- Provide basic reference for children, parents and teachers;
- Uphold library policies and procedures;
- Perform other duties as assigned by the Youth Services/Educational Outreach Manager.

### **Education & Skills**

- Must have a high school diploma or equivalent. An advanced degree is preferred, with interest in early childhood education or similar field;
- Must demonstrate the ability to work well with children;
- Must exhibit knowledge of children’s literature and materials, as well as current trends in library service to children;
- Must demonstrate mastery of appropriate computer skills;
- Must demonstrate high level of professionalism and customer service skills;
- Must demonstrate critical thinking skills and an attention to detail;
- Previous library experience preferred.

### **Physical Demands**

- Must have the ability to lift (moderate– up to 25 pounds);
- Must be able to stand, sit, walk, bend, kneel, crawl, push, reach, climb, balance and stretch.

### **Working Conditions**

- Work is inside in a temperature-controlled environment; participation in occasional outdoor activities may be required;
- May be required to travel among THPLD locations;
- May be required to travel to meetings and programs outside the library, using a district vehicle.

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.