**Youth Services Aide**

General Duties of the Youth Services Aide:

The Youth Services Aide shall be responsible children’s programming and circulation duties, and will report directly to the Programming Outreach Manager and the Assistant Director.

* The Youth Services Aide shall be expected to perform the following tasks:
	+ Taking part in and creating programming for the library, including: Storytimes, Youth Programming, the Summer Reading Program, and much more
	+ Collecting data to be used for assessment
	+ Creating digital content and uploading videos and other items of interest to the library’s website and Facebook page
	+ Creating timely displays in the children and youth areas of the library for public use
	+ Shelving and shelf-reading
	+ Processing of new materials, as assigned by the Assistant Director
	+ Seeking opportunities for professional development
	+ Desk duties, including: checking in, checking out, answering phones, and assisting patrons with printing, copying, faxing, holds, and new cards
	+ Exhibiting excellent customer service orientation at all times
	+ Taking part in all planning as it relates to the Youth Services Aide position
	+ All other duties as assigned