

**Radnor Memorial Library  
Job Description**

<b>Job Title:</b>	Youth Services Assistant Librarian
<b>Reports To:</b>	Head of Youth Services
<b>Prepared By:</b>	Carrie Sturgill
<b>Date:</b>	March 2025
<b>Status:</b>	Part Time, Non-Exempt

**Summary**

Under the direction of the Head of Youth Services, the Youth Services Assistant Librarian assists users in discovering resources; helps to create and present programs for infants through high school students and their caregivers; and collaborates with others in the department and in the library to continue and expand the library's youth services and outreach to the community.

**Essential Duties and Responsibilities** include the following (*other duties may be assigned*):

*Discovery*

- Assists library patrons with the use of collection with focus on the juvenile, teen, and parenting sections, as well as providing reference and readers advisory service
- Assists with collection maintenance projects and weeding as assigned
- Provides assistance and training with digital resources
- Creates appealing displays to promote events, services, and collections
- Help to implement behavior management plan for juveniles in the library
- Maintain a safe, comfortable environment in the Children's Area and Teen Room

*Programming*

- Develops and executes age-appropriate programming for children birth through high school and their caregivers
- Coordinates programs with contracted performers as needed

*Outreach*

- Represents the library at community events as assigned
- Visits schools, daycares, and other youth-centered spaces as assigned

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of

the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Master of Library Science preferred (or equivalent combination of experience and education)
- Some library experience preferred
- Must be able to perform the essential functions of the job with minimum supervision.
- Must be attentive to details.
- Must be able to clearly communicate in writing and verbally.
- Must be able to serve the public with courtesy and sensitivity.
- Must be able to work with other staff members as a part of a team.
- Must provide PA Criminal History Record, Childline Child Abuse Clearance, and FBI Fingerprint Check prior to beginning employment.

### **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 frequently required to sit and use hands to finger, handle, or feel. The employee frequently is required to reach with hands and arms. The employee is constantly required to talk or hear. The employee is frequently required to stand and walk. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.