



Title: Youth Services Assistant/Shelf-reader

Contact: Elizabeth Buckley, Coordinator of Volunteer Services: ebuckley@tcpl.org or 607-272-4557, ext. 226

Supervisor: Kat, Head of Youth Services: ksavage@tcpl.org or 607-272-4557, ext. 238

Job duties (may include any of these):

- Shelf-reading and organizing of books (this is usually the bulk of the work and is the default except for days when an alternate activity is mutually decided upon)
- Keeping shelves neat by aligning books with the front edge of the shelf whenever possible, shifting books when necessary to make them evenly distributed on designated shelves, and tightening the book ends
- Organizing or cleaning the play area
- Light clerical work, such as stuffing envelopes and labeling
- Assisting the staff at events and interacting with children and parents
- Cutting, pasting, and die-cutting

Requirements:

- Having a very strong sense of alphabetical and numerical order
- Ability to reach shelves that are low to the ground
- Being comfortable around and good at working with children
- Excellent customer service skills for working with the parents
- Positive, upbeat attitude
- Capable of following instructions
- Patience
- Being free of all communicable diseases

Hours: Youth Services Assistants have a regular weekly schedule. If there is a special event, you may be asked to come in for that, but it is not required.

Impact of your service as a Youth Services Assistant:

“Working with kids and offering them fun, informative programming and services often requires a lot of small details. Whether it’s having die-cuts for them to create their next craft project, shelf-reading the picture books so they can easily be found, or even just having clean, sanitized toys for them to play with – all of these tasks take time, time which staff does not have! So it’s vital to the success of our department that these volunteers are available to help us out with these details that we are able to build our programs and services on top of! **Thank you to all the YS volunteers!**” (Sarah, librarian)