

YOUTH SERVICES MONITOR

Responsible to: Youth and Reference Services Supervisor

Classification: Clerk I

Qualifications: High School diploma or equivalent
No previous library experience necessary; customer service experience preferred
Dependable work habits
Relevant experience working with children
Knowledge of computers and applicable technologies
Ability to work well with staff and public
Ability to work days, evenings and weekends as required

Primary Function Under the general supervision of the Youth and Reference Services Supervisor, monitor youth in the library after school when school is in session.

- Responsibilities**
1. Circulates throughout the public areas, both interior and exterior of the library property to ensure compliance with the Library's policies
 2. Maintains order and proper behavior by explaining and enforcing library rules and policies in a constructive and courteous manner.
 3. Reports incidents with thorough documentation of events
 4. Engages youth in positive conversation.
 5. Maintains a welcoming environment for those who use the library
 6. May assist in youth programs.
 7. May provide assistance with location of library materials
 8. Demonstrates knowledge of library policies and procedures
 9. Works effectively with other library staff as well as the public
 10. Demonstrates competency using computers with the public and library automation systems
 11. Participates in staff development by attending workshops, in-service training programs and meetings as appropriate, and maintains professional reading
 12. Supports Behavior Policy (library code of conduct)
 13. Performs other related duties as required

Physical Demands Work requires physical effort in the repetitive handling of materials or boxes and tools or equipment of up to 30 pounds in non-strenuous work positions and/or continual standing or walking.