

**LARAMIE COUNTY LIBRARY SYSTEM
JOB DESCRIPTION**

Job Title	FLSA Status
YOUTH SERVICES EVENT SPECIALIST	NON-EXEMPT
Division	Pay Grade
YOUTH & OUTREACH SERVICES	27

JOB SUMMARY

The primary responsibility of the Youth Services Event Specialist is to provide excellent customer service through planning and implementing library events and services to children parents, caregivers, and educators who use library services. The Youth Services Event Specialist fulfills all the duties of the Youth Services Assistant position and assists the Youth Services Event Coordinator and the Outreach Librarian with services, including events directly relating to families, special exhibitions, and projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintains patron confidentiality in compliance with Wyoming state law.
2. Performs public relations for the library. As the first and sometimes only person that a patron may be in contact with, public relations is a very important aspect of this position.
3. Spends appropriate amount of time away from the desk roving using established procedures. Meets patrons at their point of need.
4. Performs all aspects of the Youth Services Assistant position.
5. Works with the other Youth Services Event Specialist and the Youth Services Event Coordinator to create and implement youth events for children from preschool through grade six based on Common Core, early literacy initiatives, STEAM, and other guidelines as assigned by the Manager, Youth & Outreach Services or Assistant Manager, Youth & Outreach Services/Youth Librarian.
6. Develops events, activities, educational modules, and other interactive learning tools to enhance special traveling exhibitions or projects received by the library, including outreach to schools and facilities.
7. Implements regular preschool storytimes, including digital storytimes utilizing standards established by the library.
8. Implements outreach storytimes in childcare facilities, as needed, under the direction of the Outreach Librarian.
9. Drives the bookmobile.
10. Performs the following tasks in relation to outreach services, as assigned:
 - a. Prepares the bookmobile for its run each day it goes out, including routine safety and mechanical checks. Keeps interior attractive and inviting for patrons.
 - b. Checks out library materials from the bookmobile utilizing whatever automated system and process is in use.
 - c. Issues library cards, handles money for fines, replaces library cards, and handles other needs on the bookmobile. Works with Business Office regarding cash drawer.
 - d. Inspects, discharges, and shelves books on the bookmobile.
 - e. Keeps the Facilities Superintendent informed of any safety or mechanical problems or concerns.

**LARAMIE COUNTY LIBRARY SYSTEM
JOB DESCRIPTION**

Job Title	FLSA Status
YOUTH SERVICES EVENT SPECIALIST	NON-EXEMPT
Division	Pay Grade
YOUTH & OUTREACH SERVICES	27

11. Supervises the activities of assigned volunteers.
12. Provides leadership and guidance to new staff members as required.
13. Serves on committees and other groups as assigned.
14. Models exemplary customer service and work ethic to coworkers.
15. Participates in professional activities on a local, state, and regional level when applicable to position or needs of the division.
16. Works the Greeter desk as assigned.
17. Performs other related and necessary duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor’s degree from an accredited college or university; and
- 2 years of relevant experience; or
- The equivalent combination of education and experience.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Must have a current driver’s license valid in the State of Wyoming or the ability to obtain one within six months of hire date.
- Proficiency with a variety of software programs and systems related to the operations of the library including word processing, internet, scheduling/calendaring/email, integrated library systems, and operating systems.
- Ability to work flexible work schedules including weekends and holidays.
- Ability to speak, read, comprehend and write the English language.
- Ability to work with limited supervision, with an aptitude for detailed work and proficiency in prioritizing tasks.
- Ability to supervise, coach, train and lead other employees.
- Ability to drive large vehicle (32 feet).

REPORTING RELATIONSHIPS

Reports to: Manager, Youth & Outreach Services
Supervises: Volunteers

PHYSICAL EFFORT AND WORKING ENVIRONMENT

The essential duties and responsibilities of this job require the employee to move or manipulate moderately heavy equipment, boxes, carts, files, and stacks of material from one location to another.

LAST REVISED 09/2019