



**Title:** Youth Services Assistant

**Contact:** Elizabeth Hujar, Coordinator of Volunteer Services: [volunteercoordinator@tcpl.org](mailto:volunteercoordinator@tcpl.org) or 607-272-4557, ext. 226

**Supervisor:** Sarah, Head of Youth Services: [soshea@tcpl.org](mailto:soshea@tcpl.org) or 607-272-4557, ext. 255

**Job duties (may include any of these):**

- Shelf-reading and organizing of books
- Cleaning picture books
- Organizing the play area
- Cleaning toys and the computer 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
- Any special requests that may pop up

**Requirements:**

- 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
- 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.

**At the beginning of each shift:**

Check in with YS librarians to find out if they have any special needs. If they don't, then you should shelf-read or clean E (picture) books.

***Impact of your work:***  
*"...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)*