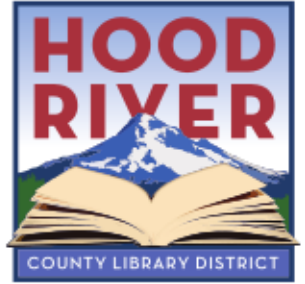


# Job Description

## Youth Outreach Assistant



### **Summary**

Performs a variety of duties for the purpose of assisting with the Odell Bus.

*Classification:* Clerk I

### **Essential duties and responsibilities**

1. Accompany and supervise children on the Library Express bus to and from the library.
2. Assists with story time and supervising children during the Odell bus visit in the library.
3. Promotes the Odell bus program to families in the Odell community
4. Communicates with families to remind them of the weekly bus services.

### **Peripheral duties**

1. Attends meetings and training seminars as required.
2. Performs other job-related duties as assigned.

### **Supervision received**

Works under the general supervision of the Assistant Director. Daily assignments and supervision may be provided by other senior staff.

### **Supervision exercised**

Supervision of other employees is not a normal function of this position.

### **Desired minimum qualifications**

Education and experience:

1. Two years of high school coursework. High school diploma or equivalent preferred.
2. Any equivalent combination of education and experience satisfying the above.

Necessary knowledge, skills, and abilities:

1. Ability to speak and write English fluently. Ability also to speak and write Spanish is preferred.
2. Ability to read and interpret routine documents such as reports, correspondence, policies, and procedures.
3. Ability to communicate effectively vocally to the public and staff.
4. Ability to perform basic mathematical functions.
5. Ability to respond to a wide variety of practical problems and unpredictable circumstances.
6. Close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
7. Ability to perform essential job functions with or without accommodation.

502 State Street  
Hood River · OR 97031

**541 386 2535**

[www.hoodriverlibrary.org](http://www.hoodriverlibrary.org)

**Tools and equipment used**

Personal computer, including the Internet, general office applications; book carts; copy machines; telephones; magazine storage racks; general office tools; calculators; other tools and equipment necessary to perform the essential and peripheral duties of the position.

**Working conditions**

1. Stands or walks 85% of the time.
2. Frequently required to walk, sit, talk, or hear. Occasionally required to climb, balance, stoop, kneel, crouch, or crawl.
3. Moves back and forth between all areas of the library.
4. Retrieves, and replaces library materials from 2 inches from the floor to 7 feet from the floor.
5. Regularly lifts and/or moves up to 10 pounds, frequently lifts and/or moves up to 25 pounds, and occasionally lifts and/or moves up to 50 pounds.
6. Normal office exposure to noise, stress, and disruptions.
7. Part-time position for the months of May through August, up to 10 hours per week. Some weekend hours are required.
8. This is a temporary position dependent on grant funding.

**Selection guidelines**

Formal application, rating of education and experience, oral interview, reference check, job-related tests, and criminal background check may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. Omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Library Director

Approval: \_\_\_\_\_  
Board President

Effective Date: April 17, 2018

Last revised: April 12, 2018