



City of Rochester (NY)

Youth Services Assistant/Part-Time

SALARY	\$19.32 - \$21.35 Hourly	LOCATION	115 South Avenue Rochester, NY
JOB TYPE	Full-Time	JOB NUMBER	24HH995PLA19
DEPARTMENT	Rochester Public Library	BUREAU	Central Library
OPENING DATE	04/25/2024	CLOSING DATE	5/8/2024 11:59 PM Eastern

General Description

The incumbent in this position supports the Youth Services Coordinator in addressing the special interests of the targeted age group. The incumbent assists in implementing programs and services offered by the department. The Youth Services Assistant works under the general supervision of the Youth Services Coordinator. Related work is performed as required.

LOCATION

Central Branch: Monday & Wednesday 3:30pm-8:30pm and Saturday 10:00am-5:00pm.

Typical Work Activities

- Assists in implementing and conducting programs and services;
- Makes recommendations for program and service improvements;
- Provides written information to youth about services and programs in the community;
- Interacts with youth by providing mentoring, by providing training and assistance on computers, and by assisting youth in learning about and using community resources;
- Provides direct intervention to disruptive situations caused by unruly youth in the service environment (Library, Recreation Center, etc.);
- Collaborates with other service agencies to accomplish program goals;
- Attends meetings with the Youth Services Coordinator to provide information related to program funding.

Minimum Qualifications

High School Diploma or GED; **PLUS**

One (1) year of paid or volunteer experience working with youth in a human services, educational, recreation, or similar setting.

SPECIAL REQUIREMENT:

Valid Class D Driver's License at time of appointment when assigned to the Rochester Public Library.

This licensure must be maintained throughout employment in this position.

Agency

City of Rochester (NY)

Phone

585-428-7115

Address

30 Church St.
Room 103A
Rochester, New York, 14614

Website

<http://www.cityofrochester.gov>