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## **YOUTH WORKER POLICY**

### **PURPOSE**

This policy outlines the guidelines and procedures for the Bloomfield Public Library's participation in youth worker programs, such as those provided by Ontario County Workforce Development.

### **POLICY STATEMENT**

The Bloomfield Public Library recognizes the value of providing meaningful work experiences for young people in our community. The library may participate in youth worker programs that offer structured opportunities for youth to develop workplace skills while contributing to library operations.

### **REQUIREMENT FOR PARTICIPATION**

Before accepting youth workers, the following conditions must be met:

1. The parent organization must provide all applicable training for youth workers.
2. The parent organization must maintain comprehensive liability coverage for youth workers.
3. The parent organization must fulfill all Department of Labor obligations related to youth employment.
4. The parent organization must designate a program coordinator to serve as a liaison with the library.

### **AUTHORIZED TASKS**

Youth workers at the Bloomfield Public Library may be assigned the following tasks:

- Taking photos/videos for social media development on authorized devices.
- Assisting with social media management
- Providing support and preparing materials for teen-oriented events and programs
- Preparing make-and-take craft activities
- Reshelving library materials
- Relabeling/recovering library materials
- Organizing programming materials

## PROHIBITED ACTIVITIES

Youth workers shall not:

- Access confidential records or patron information
- Handle cash transactions
- Use staff computers without supervision
- Operate certain equipment without proper training and supervision
- Work without direct or indirect adult supervision

## SUPERVISION

Youth workers will be supervised by designated library staff members who will:

1. Provide orientation to library facilities and procedures
2. Assign and explain tasks
3. Monitor work performance
4. Provide feedback and guidance
5. Sign time sheets and other required documentation

## HOURS OF WORK

Youth worker schedules will be determined based on:

1. The requirements of the sponsoring program
2. Library staffing needs
3. Library hours of operation
4. Applicable labor laws regarding minor work hours

## EVALUATION

The Library Director will:

1. Maintain communication with the parent organization
2. Provide feedback on youth worker performance as requested
3. Evaluate the effectiveness of the program annually
4. Make recommendations for program continuation or modification

## APPROVAL

Approved by the Bloomfield Public Library Board of Trustees on 04/21/2025