

## **Library Associate – Children’s Department Programming, Birth to PreK Focus and Floater**

Pay Grade: Full time - \$16.50 per hour  
Full benefits including insurance, sick leave and vacation hours

Hours: 2080 hours a year (roughly 40 hours a week) (scheduling may include Saturdays, Sundays and/or evenings)

Department: Children’s Department

Job Mission: To perform circulation, reference, and programming,

### **Job Requirements:**

1. Be at least eighteen years of age and be a high school graduate with at least some college credits/degree
2. Strong written and oral communication skills with knowledge of various communications styles
3. Ability to physically move stacks of reading and/or audio-visual materials
4. Ability to work with children from toddlers through high school age as well as work with parents and guardians
5. Ability to work and partner with the local preschools and home school families to support literacy and educational initiatives
6. Ability to perform routine and assigned duties while under either direct or indirect supervision
7. Ability to work with computer software such as Microsoft Office products and other similar programs and to use hardware such as cameras, scanners, copiers, computers, etc.
8. Ability to work with general children’s reading and audio-visual materials
9. Ability to perform routine and assigned duties while being under indirect supervision and/or while working alone
10. Ability to supervise other staff as needed
11. Ability to work weekends and evenings as assigned
12. Possess exceptional organizational skills and be detail oriented
13. Broad knowledge of the library’s patron demographics and ability to show respect and sensitivity for cultural differences; convey an interest in diverse backgrounds and perspectives
14. Superior customer service skills

### **Job Description:**

1. Perform basic circulation activities (checking materials in and out, processing new card requests, collecting lost book fees, etc.)
2. Perform general reference activities in-person, over the phone and through electronic means
3. Assist in providing answers for directional questions
4. Provide training for staff or patrons on the usage of library resources as needed

5. Act as the liaison between the Library and the local preschools and any home school families
6. Plans and works collaboratively with teachers and home schoolers to use appropriate resources that address curricular needs and learning goals
7. Assist with children's collections development and maintenance
8. Plan, develop, promote, and execute pertinent library programming and services to meet the informational, educational and recreational needs of birth to PreK community members/patrons, including story times and preschool visits.
9. Collect and report statistical data for any school related programs and activities
10. Ability to cover the desk in any department when needed (float)
11. Assist in maintaining patron behavior
12. Assists with departmental opening and closing duties
13. Perform other committee, departmental and Library duties as assigned by the Director

Updated 8/2023