



Job Description

JOB TITLE	Children’s Services Assistant
DEPARTMENT	Children’s Services
REPORTS TO	Public Services Manager and Children’s Services Supervisor

Please note, this is a part-time position starting around 20 hours/week. Position will require working some evenings and rotating Saturdays.

JOB SUMMARY

Provide support and assistance to customers by responding to a wide variety of questions and requests, particularly at the Children’s Services Desk. This support and assistance includes locating library materials, helping customers with the use of computers, and performing reader’s advisory services for a wide-range of ages. This position functions independently on routine work, but unique cases and situations are referred to immediate supervisor and manager. Assists other employees with routine or unusual tasks that may require the use of new approaches or independent thinking.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist at the Children’s Services Desk as assigned and needed. This shift includes contributing to a welcoming Children’s Area environment, providing reader’s advisory services, enforcing behavior policies, evaluating use of the Children’s area and making appropriate recommendations to supervisor and manager. Based on customer requests or needs, suggest new materials for the library’s collection.
- Ability to plan and conduct enriching, engaging story times and/or programming for children of all ages.
- May be called upon to plan and lead a quarterly book club for ages 9-12. Coordination and leadership will include selecting material, publicity, execution, and evaluation.
- May be called upon to assist in planning and/or leading programs for ages 5-12. Programs are expected to adhere to the Library’s strategic direction.
- May be called upon to staff outreach and/or bookmobile shifts as assigned; these shifts will require providing reader’s advisory and circulation services.
- Provide excellent customer service to all who use library services, whether in person, online, or by phone. Provide suggestions to readers, train customers on the use of the library catalog, and on how to

locate items on the shelves. Offer customer assistance on the use of computers, computer programs, databases, printing, scanning, electronic devices, and photocopier, and provide guest passes for visitors who want to use the public computers.

- May support marketing and outreach efforts by creating posters, book, or other displays. Support library programs and group meetings (e.g., Summer Adventure Program, Youth Services, Public Services Department, etc.).

ADDITIONAL DUTIES AND RESPONSIBILITIES

- May be called upon to participate in or provide cross training and support for other areas on occasion.
- Perform other duties and responsibilities as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Experience working with children of all ages required.
- Library information desk experience, particularly within a children's department, strongly preferred.
- Reader's advisory services experience, especially with youth material, preferred.
- Story time and/or programming experience in a library setting preferred.
- Dedicated to the mission and strategic direction of Clearview Library District.
- Demonstrated ability to think logically, exercise initiative, and act in the best interest of the library.
- Effective at working with a wide range of constituencies.
- Good oral and written communication and social skills.
- Team player

EDUCATION, EXPERIENCE AND MINIMUM REQUIREMENTS

- Requires a two-year college degree or equivalent coursework and/or an equivalent amount of library experience.

PHYSICAL DEMANDS / WORK ENVIRONMENT

Physical Demands: Position requires being up and moving around the library and, at times, sitting at work desk. The job requires stooping, bending, squatting, stretching, and pushing cart with books. Ability to lift up to 25 pounds may be required. Required to use motor coordination with finger dexterity (keyboarding, shelving), eye-hand coordination, data entry and computer use for accessing information. Should be conscious of appropriate ergonomics and workstation setup.

Work environment: Professional and service-oriented work environment, open to the public throughout the week including nights and weekends. Environment is welcoming, inspiring, creative, and team-oriented.

*The above description and statements are intended to describe the general nature and level of work being performed by the employee. They do not represent an exhaustive list of **all** job related responsibilities and duties performed or expected of the employee.*

Revision: 08/2018