



Children's Library Assistant

The Community Library

POSITION INFORMATION

Title: Children's Library Assistant

Type: part-time (16 hours/week), year-round, non-exempt position

Schedule: required 8-hour shift on Saturdays, additional hours weekday evenings to be determined.

Location: Ketchum, Idaho

Reports to: DeAnn Campbell, Children's and Young Adult Library Director

Minimum compensation: \$19/hour

Benefits: Voluntary vision, short-term disability, and dental plans.

Special Instructions: successful applicants must complete a criminal background check.

JOB SUMMARY

This Children's Library Assistant works with a team of individuals to provide consistent, dynamic, and excellent customer service to library users and members. This position assists with the daily operations of the children's circulation desk and other library services, performing related duties as assigned. This position will include shelving duties. An 8-hour shift on Saturday is required, with an additional 8 hours to be determined.

DUTIES AND RESPONSIBILITIES

- Provide quality customer service to library users and patrons
- Engage in a positive manner with all patrons, including children, teens, parents, and caregivers who visit the library; provide information and clarification on policies and expectations as needed
- Register new library patrons and orient them in collections and services; update patron records
- Check out and renew items, according to library policy limits and restrictions, as well as resolve lost and damaged account charges
- In person and via telephone, assist members in readers' advisory and catalogue search assistance, locating materials and placing holds as requested
- Sort and shelve materials using the Dewey Decimal System and appropriate alphabetization systems as required by current library procedures
- Maintain order of items on shelves via routine upkeep and shelf reading as assigned
- Maintain physical appearance of the children's library spaces through daily routines
- When assigned, open and close the library according to the opening and closing procedures and ensure the security of the building using the library's security system
- Attend departmental, library and association wide meetings as requested
- Regularly check and conduct work-related correspondence through a library sponsored email account
- Understand and adhere to internal and public policies of the library
- Assist with library program preparation and implementation
- Perform other duties as assigned

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Work is performed primarily indoors and may involve sitting at a computer and standing for lengthy periods of time. This position requires intermittent lifting and moving objects up to 25 pounds (heavier items must be team lifted). Shelving books requires physical ability to push, bend, stretch and grasp, and read book labels and titles. A high degree of interaction with the public is required for this position.

QUALIFICATIONS

- Associate degree or higher, or commensurate experience in library services, education, or a related field
- Demonstrated experience and enthusiasm working with children and/or teens and for children's literacy
- Demonstrated ability to work in a team-based environment and communicate effectively with coworkers in-person and in writing
- Demonstrated computer proficiency, particularly with standard office programs, including email, Microsoft office, and internet research
- Demonstrated proficiency in time management and organization
- Demonstrated commitment to continued professional growth
- Demonstrated ability to foster an environment of diversity and inclusion consistent with the library's aims
- Bilingual skills in English and Spanish are highly advantageous

APPLICATION INSTRUCTIONS

To apply, please send a cover letter, resume, and three professional references as pdf attachments to DeAnn Campbell at bringit@comlib.org using the subject header "Library Assistant First Name Last Name". Please direct all inquiries to Nicole Lichtenberg, director of operations, at bringit@comlib.org.

First review of applications will begin on May 15. This position is open until filled.