



Children's Librarian & Programming Assistant
The Community Library

POSITION INFORMATION

Title: Children's Librarian & Programming Assistant

Type: full-time (40 hours/week), year-round, non-exempt position. This position could include weekend and evening hours.

Location: Ketchum, Idaho

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

Minimum compensation: \$20/hour

Benefits: 85% of health insurance premium paid by employer, retirement plan with 4% match, employer-paid AD&D policy, voluntary vision, short-term disability and dental plans, paid time off.

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

JOB SUMMARY

The Children's Librarian & Programming Assistant works with a team of individuals to develop educational programs for school groups and others and 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, and performing related duties as assigned. This position also includes creative thinking and teamwork as a programming assistant. This will include assisting with and/or leading school programs and programming for children and/or families. This position will also be the lead on children's story time. Must convey a particular enthusiasm for children's literature, for children and teens, and for educational programming. Possible supervision of volunteers and/or interns may sometimes be required. This position is primarily a Monday-Friday position but could occasionally include some weekend and evening hours.

DUTIES AND RESPONSIBILITIES

- Provide quality customer service to library users and members.
- Engage in a positive manner with children, parents, and caregivers.
- Work with the Children's Library team in creating and crafting educational programming for local schools and assisting and/or leading these programs and other children's programming.
- Perform all circulation duties of a Library Assistant and Librarian including, new member registration, checking out and renewing items, shelving items, shelf auditing, placing, and maintaining holds, maintaining patron account, carrying out library policies and procedures, performing directional assistance and answering patron inquiries.
- Carry out library policies and procedures as appropriate to circulation desk operations and maintain an environment appropriate for the library's normal operations.
- Provide readers' advisory, catalog search assistance, and answer basic questions about the library's digital services.
- Demonstrate proficiency with computers, standard office programs, and library software.
 - Maintain physical appearance of library 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 alarm system.
 - Attend departmental, library and association-wide meetings as requested.
 - Regularly check and conduct work-related correspondence through a library sponsored email account.

- Work independently to complete day-to-day tasks and projects.
- Oversee on-site shelving volunteer program, including recruitment and training.
- Willingness to substitute for summer Bloom truck duties, when required.
- 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 stooping, bending, lifting and moving objects up to 40 pounds (heavier items must be team lifted). A high degree of interaction with the public is required for this position.

QUALIFICATIONS

- A bachelor's degree or equivalent is required, or commensurate experience.
- Demonstrated initiative, ability to problem solve and think critically to establish and communicate clear priorities and delegate resources accordingly.
- Demonstrated ability to work in a team-based environment.
- Demonstrated computer skills, including email, Microsoft office, and internet research and willingness to learn new technologies.
- Demonstrated excellence in time management and organization.
- Demonstrated commitment to continued professional growth.
- Bilingual skills in English and Spanish are highly advantageous.
- Demonstrated excellent communication skills.
- Valid driver's license and willingness and ability to transport teen interns.

APPLICATION INSTRUCTIONS

To apply, please send a cover letter and resume as pdf attachments to 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 13, 2024.