

Job Description

Position Title: Children's Programming Circulation Clerk, Part Time

General Summary: To provide exemplary customer service to all library patrons, and provide events to patrons that educate, enrich, and entertain.

Essential Job Duties:

Greets and assists Library users in the circulation area employing effective customer service skills
Performs general circulation routines as appropriate; check-in, check-out, and renewal of materials
Processes applications for and issues new Library cards following appropriate procedures
Assists patrons in locating library materials, including reader's advisory, Interlibrary loan and new materials requests
Assist patrons with the use of public access computers and electronic reading devices
Informs Library users of the status of their Library records
Processes overdue materials, including collection of fines/fees and petty cash transactions
Informs Library users of Library Conduct and Borrowing Policies, enforcing them when appropriate
Keeps a neat and orderly front desk area at all times
Attend staff workshops and meetings
Other responsibilities and duties as assigned

Programming Job Duties:

Plans, presents programs and activities for diverse ages groups, to encourage reading and stimulate use of the Library
Plans, presents Storytime in accordance with monthly themes and early literacy standards; incorporating current and emerging technology as appropriate
Presents children's outreach programs during regular visits to area daycares, preschools, and other community organizations
Creates and maintains display, decoration and play space in the children's area
Publicizes and promotes scheduled events around the community
Updates branch Facebook page with events and other content as needed
Takes photos of programs
Request supplies for programming

Job Requirements:

Must possess High School diploma or equivalency.
Must be available to work evenings and weekends.
Must possess or learn excellent customer service skills.
Must be able to stand for long periods of time and push fully loaded book carts which can weigh up to 100 lbs.
Must be able to learn library procedures and library computer system.
Must be able to type and be proficient in use of computers
Ability to understand and follow written and oral directions.
Ability to establish and maintain effective working relationships with co-workers and the public.
Ability to lift up to 40 lbs
All employees are required to participate in our payroll direct deposit program.
Knowledge of modern office equipment and software preferred.

Hours: Part-time/Hourly position, approximately hours per week varies by branch location. Some evening and weekend hours are required.

Salary: \$10.50 per hour