

Date Posted: 7/24/2019

Department: Public Library

Compensation: \$9.75/hour

Hours: seasonal/temporary/part-time

**Deadline:** Open until filled

### Fall Program Aide

#### Job Summary

The Edith B. Siegrist Vermillion Public Library seeks a creative, energetic individual with a genuine passion for working with youth to serve as a Program Aide. This position is responsible for providing services and programs to youth and parents under the guidance of the Youth Services Librarian. Assists the Youth Services Librarian in developing and implementing programs and events for children, teens and families. Also assists at the circulation desk performing customer service and clerical work in the circulation of library materials.

#### Schedule Requirements

- 1) This is a part-time temporary seasonal position through December 31<sup>st</sup>, 2019.
- 2) Works Saturdays 9.30am-5.00pm for a total of seven hours per week during August and December.
- 3) Works Saturdays 9.30am-5.00pm plus three weekdays 3.00pm-6.00pm from the start of afterschool programming in early September through the end of afterschool programming in November for a total of sixteen hours per week.
- 4) Flexibility to adjust schedule for programming and circulation desk coverage as needed.

#### Essential Job Functions

- 1) Assists the Youth Services Librarian with planning and implementing children's programming.
- 2) Plans and implements young adult programming under the direction of the Youth Services Librarian.
- 3) Helps maintain a comfortable library atmosphere for children and young adults including maintenance of YA area.
- 4) Requests, organizes and maintains young adult materials such as games, equipment and snacks.
- 5) Greets visitors to the library and provides friendly, high-quality customer service to library users.
- 6) Performs circulation duties and procedures including: loaning and returning materials, placing reserves, checking in materials, shelving materials, checking for damaged materials, taking interlibrary loan requests
- 7) Assists patrons signing up for new library cards.

#### Other Job Functions

- 1) Provide suggestions for new print and digital acquisitions for young adults.
- 2) Assists with other library programming as needed.
- 3) Organizing and shelving returned library materials.
- 4) Responds to general telephone questions.
- 5) Maintains neat and orderly circulation desk.

- 6) Assists patrons in the use of library services and facilities.
- 7) Assists patrons with technology related questions, issues, and in using physical and electronic library resources.
- 8) Operates library equipment.
- 9) Shelf reading of library stacks to ensure an easy to use and accessible collection.
- 10) Performs other tasks, duties and projects as assigned.

#### Supervision Received

Works under immediate supervision of the Youth Services Librarian.

#### Knowledge, Skill and Ability

- 1) Ability to engage with children and young adults in a warm, friendly way with humor, energy, flexibility and persistence. Understanding of teens' irregular attendance or responses.
- 2) Ability to establish and maintain effective working relationships with patrons and staff.
- 3) Excellent written and oral communication skills.
- 4) Experience working with common technology hardware and software such as Microsoft Office products, PCs, tablets, copiers, fax machines and email

#### Qualifications - High School diploma or GED.

Experience working with children and young adults.

Customer service experience preferred.

Library experience preferred.

Ability to express self clearly in English, both orally and in writing.

#### Physical Demands

While performing the duties of this position, the employee is regularly required to use hands to handle and feel, operate office equipment, and reach with hands and arms. The employee is frequently required to stand, talk and hear, and walk, sit, climb, balance, stoop, kneel, and crouch.

The employee must also be able to read and write, and follow oral and written instructions. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### Working Conditions

While performing the duties of this job, the employee primarily works indoors. The noise level in the work environment is usually quiet to moderate.

Please submit a completed City of Vermillion Employment Application, cover letter and resume. Applications can be submitted via the City of Vermillion website <https://www.vermillion.us/FormCenter/Administration-Forms-9/Job-Application-53>. If you have questions call (605) 677-7060. EOE