**Children's Library Assistant

City Hall**Non-Exempt, Union, Part time - $18.02
 **JOB SUMMARY:**

The South Burlington Public Library is a new building with a large children’s area. We are seeking a Children’s Assistant with energy and enthusiasm who is willing to learn. The Assistant will participate in programs, services, and collection development for children 0-14 and their families - new ideas welcome! They will work three out of four Saturdays and two evenings. They will sometimes be responsible for the children’s area. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Experience working in a library and with children ages 8-14 would be helpful. Fluency in a language other than English is also desirable but not required. This position is part time with no benefits.

*The City of South Burlington values diversity – in backgrounds and experiences. We are an Equal Opportunity employer and our employees are people with different strengths, experiences and backgrounds, who share a passion for our municipality, its residents, businesses, and visitors. Diversity not only includes race and gender identity, but also age, disability status, veteran status, sexual orientation, religion and many other parts of one’s identity. All of our employee’s points of view are key to our success, and inclusion is everyone's responsibility.*

To apply, please send a confidential cover letter, resume, and three references to:
**US MAIL:**Jaimie Held, Human Resources Manager, 180 Market Street, South Burlington, VT 05403
                     **EMAIL:**               jheld@sburl.com with "Children's Library Assistant"  in the subject line.

**CHILDREN’S LIBRARY ASSISTANT**

|  |  |
| --- | --- |
| Reports To:  Library Director | Department:  Library |
| FLSA Classification: Non-exempt | Grade:  Grade 8Part time, 19 hours, no benefitsSchedule will include weekend and evening hours. |

**JOB SUMMARY:**

The Children’s Assistant will assist with preparation, publicity and implementation of programs, provide a positive and welcoming experience to all Library visitors and assist patrons of all ages in locating library materials. They will carry out routine Circulation Desk duties and assist patrons with technology needs.

**ESSENTIAL FUNCTIONS:**

1. Greets patrons and offers assistance
2. Shares accurate information about library programs and services with the public
3. Offers reference and reader’s advisory assistance as needed
4. Assists patrons in using the catalog and other computers including laptops and educational game computers
5. Works with other staff to prepare for and implement storytimes and activities for children 0-14 years old.
6. Promotes public awareness of library services and programs through flyers, social media, book displays and bulletin boards
7. Suggests materials for purchase under the direction of the  Children’s Services Librarian
8. Collects fines and fees
9. Answers telephone and directs calls
10. Shelves materials as needed
11. Reads shelves to ensure materials are in proper order
12. Processes materials
13. Performs routine circulation and processing functions as needed
14. Enforces library policies and procedures in an appropriate manner
15. Performs other duties as assigned

**KNOWLEDGE AND EXPERIENCE:**

1. Ability to deal tactfully, courteously, and effectively with the public and other employees
2. Strong speaking and writing skills
3. Ability learn and apply new computer skills
4. Ability to learn library procedures and apply policies
5. Ability to bend, stoop, lift and carry
6. Ability to work with a high degree of accuracy, efficiency and dependability
7. Prior experience working in a library or bookstore is preferred, as is experience working with children 8-14 years old.
8. High school degree required; Bachelor degree with one year of customer service experience or equivalent is preferred
9. Fluency in a language other than English is desired

**WORKING CONDITIONS:**

**Internal** – Work is normally performed in a climate controlled office environment, where exposure to extreme conditions of heat/cold, poor ventilation, fumes and gases is limited. Noise level fluctuates and includes the sounds of high school students talking, emergency alarms, children and families, normal office equipment. No known environmental hazards are encountered. Work involves interaction with members of the general public who may be unruly or impolite and addressing behavioral issues. Work occasionally involves exposure to safety concerns typically associated with dealing with or addressing members of the general public in a community setting.

**External –** NA

**PHYSICAL DEMANDS:**

Work involves standing and walking for brief periods of time. There is potential for eye strain from reading detailed materials and computer screens. Exerts some physical effort in performing duties including standing, bending, kneeling, reaching, carrying, pushing and lifting up to 40 lbs. Work normally requires finger dexterity and eye-hand coordination to operate computer keyboards at a moderate skill level. Repetitive motion injuries may occur.

**SUPERVISED BY:**

Supervision provided by the Children’s Librarian