

## Children's Assistant 2

**Job Schedule:** Children's Assistant 2 is a 16-hour per week part-time position.

The schedule is non-negotiable. Must be able to work the following hours:

Monday: OFF

Tuesday: OFF

Wednesday: 3pm-7pm (4 hrs)

Thursday: 9am-6pm (8hrs)

Friday: OFF

Saturday: 10am-2pm (4)

**Job Objectives:**

The person in this position, under the leadership and direction of the Children's Coordinator, assists with Children's programming, performs manual clerical work, shelving, and related duties as required.

**Essential Job Functions:**

1. Assists with Children's programming for the System including (but not limited to) storytelling, visual presentations, music, and puppet shows.
2. Shelves materials and ensures that they are kept in order and accessible to patrons and library staff. Reads shelves for accuracy of placement. Keeps shelves neat and shifts materials and/or shelves when necessary. Helps oversee regular weeding of the collection. Assists with technical processing of materials when necessary.
3. Offers suggestions and advice to patrons concerning individual reading preferences, programs of study, and how to use the Library. Effectively and courteously helps patrons select and locate materials and answers basic to intermediate inquiries.
4. Assists with promotional activities such as group tours, school visits, Summer Reading Club, and public relations programming to increase reading by children.
5. Assists in the overall daily maintenance and care of the Children's section.
6. Checks the Groups Page and work email at least once per shift and remains abreast of any changes in System or PINES policies and routinely participate in Groups Page activities. Obtains membership and participates in PINES listservs or discussion boards where appropriate.

**Job Standards (minimum qualifications):**

A high school diploma or GED equivalent is required. Successful applicant must have a knowledge of and interest in books and libraries and a willingness to learn. They are to have thorough knowledge of basic arithmetic and English as well as the ability to understand and follow oral and written instructions. Applicants are to be in good physical condition and display accuracy in job tasks. Must be able to maintain good morale, high level of productivity, have good professional judgment, and be able to establish and maintain effective working relationships with other employees.

**Job Location:**

Children's Department, Mary Vinson Memorial Library, 151 S. Jefferson St., Milledgeville, GA 31061

**Equipment:**

While not an intricate part of this position, successful applicants should be able to professionally answer and route telephone calls, operate a computer, cash register, photocopier, fax machine, and similar office equipment.

**Critical Skills/Expertise:**

Successful applicant needs effective patron service, written, and oral communication skills. Must maintain good morale, high level of productivity and proficiency, and good professional judgment.

### WORKING CONDITIONS

CONSTANTLY (65-100% of day)

FREQUENTLY (33-65% of day)

OCCASIONALLY (up to 33% of day)

CONSTANTLY: Operates library equipment.

FREQUENTLY: Must be able to type on a computer keyboard, an electric typewriter, use photocopiers, scanners, printers, microforms equipment, fax machines, and answer the telephone. Bends and stoops.

OCCASIONALLY:

Lifts, carries, or moves 20 pounds or less. Requires upper and lower mobility and coordination for bending and reaching for operating equipment. Pushes, lifts, drags, and maneuvers up to 40 pounds.