Morton Public Library District CHILDREN’S SERVICES ASSISTANT

Basic Job Function: Provide reference services to children and families, plan programs for children

Reports to: Children’s Librarian

Work Schedule: 16 hours per week. Must work 1 evening per week and participate in the Saturday rotation

Works With: Librarians, circulation staff and the public.

Authority: To implement policies and procedures of the library in a fair, consistent manner, judging when supervisor’s assistance is needed.

Main Responsibilities:

* Assist users in finding desired materials, answer informational questions both in person and over the telephone.
* Programs—plan and carry out story time, assist with summer reading, and assist with other children’s programs such as Monday Morning Readers
* Conduct tours, library instruction and storytelling as needed.
* Represent the library at local schools, seminars and youth organizations.
* Maintain holiday booklists, special bookmarks, bulletin boards etc.
* Assist with Weeding Juvenile collection.

Accountability: Is responsible for maintaining congenial working relationships with all staff and to fill in as needed. Responsible for providing courteous and accurate service. Thoroughness, confidentiality and prompt follow up are required for all queries. Responsible for providing excellent customer service.

Qualifications:

 -Bachelor’s degree preferred. High School Diploma required

 -Ability to adapt to library practices and procedures and to function well as a team worker.

 -Ability to be pleasant and courteous with public and staff.

 -Enthusiasm for working with children and promoting reading.

 -Familiarity with computers.

 -Able to set up program equipment, bulletin boards, displays, etc.

 -Organizational skills and ability to understand library practices and procedures.

11/2016