AMESBURY PUBLIC LIBRARY

Position Available:

Children's Assistant (Part-Time)
Amesbury Public Library
Union Grade 6

Job Description: Assist the Children's Librarian in the operation of the Library's active Children's Department. Plan and run storytimes and other programs. Prepare activities and crafts, design bulletin boards and other displays and publications, and assist in the general upkeep and organization of the Children's Room.

Schedule: 18 hours per week, including evenings and weekend shifts.

Salary: $15.61 per hour to start. OPEIU position. Part time.

Qualifications: High school diploma. Excellent interpersonal skills with all ages, especially children, and the ability to work independently with minimal supervision. Strong planning and organizational skills required; must be able to multi-task. Computer skills a must. Library experience and/or experience with children strongly preferred.

See full job description at http://www.amesburyma.gov/

To Apply:
Email or mail resume and letter of application to:

Erin Matlin, Library Director
Amesbury Public Library
149 Main Street
Amesbury, MA 01913
ematlin@amesburylibrary.org

Deadline: Open until filled.

October 12, 2016

Position Title: Children's Assistant

Description of Duties:

Under supervision of the Children's Librarian, assist in all aspects of the operation of the department.

Meet the public with a positive and pleasant manner.

Assist in the planning of Storytimes and all other programming. Plan and prepare all crafts and activities to coordinate with program themes designed by the Children's Librarian. Perform Storytimes in the absence of the Children's Librarian, once suitably trained.

Monitor craft supplies, notifying the Children's Librarian of needed purchases.

Prepare publicity flyers and posters

Design bulletin boards and other displays and assist in the general upkeep of the children's room.

Perform basic readers advisory assistance in the recommendation and retrieval of materials. Refer reference and research questions to the reference librarian on duty.

Shelve materials and read shelves in the children's room on a regular basis, and in other collections as necessary. Assist in the supervision of Student Assistants.

Work at the circulation: check materials in and out, issue library cards, answer directional questions, assist patrons with basic instructions on the use of the computer catalogs, telephone patrons when reserve and ILL materials are received, assist patrons in the use of the photocopiers, collect fines, answer the telephone, empty the book return plus additional related tasks assigned.

Assist patrons with questions about the online catalog, reserving books, and other duties.

Responsible for judging whether materials need mending or repair. Monitor storytime kits, checking for missing or damaged pieces.

Maintain the children's magazine collection, discarding materials as instructed.

Regularly work weekend and evening shifts.

Perform other related duties of a similar nature and complexity as requested by the Children's Librarian or the Library Director.

Qualifications:

High School diploma. Excellent interpersonal skills and ability to work independently with minimal daily instruction. Experience working with children. Library and/or art experience preferred.