



Position Description

Department:	Library
Title:	Children's Department Assistant
Goal:	Assists in the preparation and presentation of children's programs, maintains the Children's area, and assists with displays and special children's projects.
Duties:	Maintains the shelving of Juvenile collection. Maintains displays in the Children's area; assists in the preparation of children's programs and may assist with the presentation of such programs; assists with children's projects.
Qualifications:	High School Diploma or GED. Experience with children, preferably through teaching or children's programming. Art and crafts skills desirable. Some familiarity with computers and other office machines (some training provided). Good organizational skills, attention to details, dependable and prompt.
Time Required:	<i>One year minimum, 3 to 4 hours per week</i>
Supervisor:	Library Director, Library Supervisor or Library Staff member
Physical Demands:	Work requires climbing, stooping, reaching, standing, walking, lifting, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.