

EMPLOYEE DUTIES AND RESPONSIBILITIES / POSITION DESCRIPTIONS

TITLE:	CHILDREN'S ASSOCIATE PART TIME Possible FULL TIME in 2023	
IMMEDIATE SUPERVISOR:	DIRECTOR OF YOUTH SERVICES	
POSITIONS SUPERVISED:	VOLUNTEERS AND INTERNS ON OCCASION	
POSITION DESCRIPTION:	<p>The Children's Associate [Part Time] is responsible to plan, prepare, and conduct programs and assist the Director of Youth Services in administrative duties related to the operation of the Youth Services Department. This is a part-time, 20-25 hours per week position, including evenings and weekends as assigned. This position may also including traveling to area schools, businesses, professional meetings, workshops, or other activities which may be deemed necessary for attendance.</p> <p>PROFESSIONAL ASSISTANT</p>	
Appointment:	Recommendation and employment by Director and Director of Youth Services	
Compensation:	Based on qualifications and experience. Hourly/Part Time	
Qualifications:	<p>High school diploma or equivalent Public Library experience desirable but not required Experience with children's programming Certification Professional Assistant Willingness to submit to a criminal history background check by the Indiana State Police Must be willing to work evenings and weekends Librarian Certificate 6 (LC6) - High school diploma or GED with 2 years of library experience or 9 semester hours of required library sciences courses</p>	
Required Competencies:	<p>Must have excellent written and oral communication skills General knowledge of the Dewey Decimal System Computer competency, including keyboarding skills Special training/experience in relevant areas, storytelling, reading aloud, crafts Willingness to lead groups of children and their parents in song, story, puppetry, and other storytelling props Ability to organize Ability and willingness to supervise youth Knowledge of, and experience with, library materials, services, and programs for children Strong interest in, and ability to, work well with the public, especially youth Ability to work flexible schedule including evenings and weekends as assigned Experience with automated systems, and/or the ability and willingness to learn to effectively use the automated system Maintain confidentiality of library matters, patron, staff, and board Ability to sit or stand for prolonged periods (1 or more hours) Ability to lift up to 30 pounds Willingness to submit to a criminal history background check by the Indiana State Police</p>	
Equipment and Software:	The employee must be familiar with, or be able to learn, the following equipment and software in order to perform job functions:	
Automated library system and online catalog	Internet/e-mail	Beanstack software
Computer	Laminator	Video projector
Game PCs and Gaming Equipment	Fax machine	Cataloging interface
Microform reader-printer	Photocopier	Button maker
Telephone system	Label marker	Microsoft Office Suite
Room Reservations		Calendar sign up

It is understood that the equipment and software necessary to perform specific tasks will be included in the on-the-job training provided by the library staff or workshops.

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RESPONSIBILITIES—Including but not limited to the following:

Administrative:

- Do Opening and Closing Procedures as needed
- Keep statistics on programs, copy cataloging, and reference queries, submit to Director of Youth Services
- Assist in the formulation and achievement of the objectives for the Youth Services Department
- Understanding and enforcement of the library policies
- Check e-mail and respond to all e-mailed communications
- Keep e-mail organized and efficient

Management Responsibilities:

- Assume responsibility of the Youth Services Department in the absence of the Youth Services Librarian
- Assist in the supervision, evaluation, and training of the Youth Service's Department page and volunteers

Facility Responsibilities

- Ensure that the library atmosphere is pleasant and the facilities and services meet patron needs and are easily accessible
- Brings to the attention of the Director of Youth Services the physical condition of the facilities, grounds and equipment when they are not properly maintained, updated, or are unsafe for use
- Inspect library daily, straighten, organize, arrange

Customer / Patron Service:

- Greet and acknowledge patrons
- Is approachable and assists patrons in a pleasant and professional manner
- Assist patrons with program sign-up and information
- Answer telephone calls and queries
- Assist patrons at the Circulation Desk as needed
- Cover breaks at the Circulation Desk
- Charge and discharge materials
- Register patrons
- Collect fines
- Bill patrons for damaged, lost, or missing items
- Accept patron requests / reserves
- Other duties assigned to the Circulation Desk
- Cooperate with all staff in performing any professional or non-professional duties essential to providing quality customer service and the achievement of library objectives, goals, and mission
- Handle patron problems and complaints as necessary, keeping the Director of Youth Services informed of such problems and complaints

Collection Development:

- Be familiar with the Mooresville Public Library's Youth Service's Collection Development Policy
- Assist in collection and catalog maintenance including shelving, inventory, weeding, and minor book repair
- Catalog and process Youth Services materials as assigned
- Create and maintain readers advisory book lists for children and young adults
- Make recommendations and relay requests for Collection Development
- Work with the Youth Services Staff and Librarian to maintain an efficient catalog

RESPONSIBILITIES CONTINUED ON NEXT PAGE

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RESPONSIBILITIES CONTINUED:

Reference:

- Help patrons locate and use library materials and resources
- Pull appropriate books for teacher requests
- Assist patrons with reserving and checking out study rooms
- Be familiar with library databases and resources
- Other duties assigned to the Youth Services Reference Desk
- Answer patron's reference, direction, and reader's advisory questions
- Participate in meaningful reference interviews
- Help patrons locate and use library materials

Programming:

- Plan, promote, and implement programs, tours, activities, etc., both in and out of the library especially early literacy programs including weekly programs for ages birth to age 17.
- Contact patrons to remind them about programs when needed
- Print out program sign-up rosters and take attendance at programs
- Prepare (set-up and tear down) program room for programs
- Prepare crafts for programs as needed
- Inform the Director of Youth Services with programming supplies are low and need to be ordered
- Assist the Director of Youth Services in other programming tasks as assigned
- Add programs onto the Calendar
- Read to children of all ages
- Do crafts with children of all ages
- Dance with children of all ages
- Sing with children of all ages
- Take children of all ages on tours of the library

Marketing / Community Relations:

- Assist in the promotion of Youth Services programs and services through displays, flyers, public speaking, school visits, etc.

Professional Development:

- Attend staff meetings and trainings as assigned or required
- Keep current with the library profession by participating in appropriate meetings, workshops, and training sessions as well as reading appropriate literature relevant to the field
- Keep certification current as requested by the Director

Perform other duties assigned/prescribed by the Director

This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. The employee may be required to perform any other job-related instructions as requested by the supervisor subject to reasonable accommodations.

To perform this job success, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. All job requirements listed are representative of the knowledge, skill, and/or ability deemed necessary to perform the job proficiently.

**Mooresville Public Library is an Equal Opportunity Employer.
As ascribed by the State of Indiana, Mooresville Public Library is an At-Will Employer.**