

ALBANY COUNTY PUBLIC LIBRARY
Grant funded 2008 Stories @ the Parks Assistant Job Description

GENERAL STATEMENT OF DUTIES: This temporary, part time position supports the children's summer reading program. Assistants will report to the Stories @ the Parks Coordinator or in the absence of the coordinator, the Children's Librarian.

DISTINGUISHING FEATURES OF THE POSITION: Assistants may be responsible for all or a combination of the following duties: Preparing & presenting library storytimes and activities at Laramie parks and assisting at afternoon activities in the library. Other duties as needed.

EXAMPLES OF WORK:

- Reads stories, plays games, sings songs with children of all ages, in Laramie's parks. Stories @ the Parks are presented rain or shine.
- Assists with afternoon activities for elementary age children at the library.
- Consults with library staff on selection and preparation of materials including but not limited to books, games, songs, crafts, for programs.
- Collaborates effectively with fellow Stories @ the Parks Assistants.
- Registers participants for Summer Reading Program. Answers program questions.
- Checks Summer Reading participant logs for completion and eligibility for prizes.
- Distributes prizes for Summer Reading.
- Tracks statistics of participation at Stories @ the Parks and afternoon library programs.
- Discusses the success or needs of the program with Coordinator weekly.
- Contacts Coordinator immediately for assistance or support.
- Assists with other duties in the children's department as needed.
- May provide books for check out at parks, using laptop & Standalone system.
- Knows and follows safety procedures, pointing out problems and keeping equipment in satisfactory condition.
- Works well with others, including public, volunteers and fellow staff: is flexible, has a good sense of humor about the irritations of daily work life, and respects the feelings and needs of co-workers.
- Is sensitive to patron privacy and intellectual freedom issues.
- Is committed to public service values: is patient and helpful with all patrons and staff; seeks appropriate referrals (in-house or outside) and does not value library rules above patron satisfaction.
- Is a good office citizen: submits timecard weekly, keeps work and break area clean, responds to emails and requests promptly, has a positive attitude

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Likes children and adults, enjoys working with them in groups and one on one. Reliable transportation to the library is essential. Flexible. Able to work independently, shows initiative and demonstrates good judgment. Junior and/or Senior High Students preferred.

ACCEPTABLE EXPERIENCE AND TRAINING: Successful experience interacting with younger children.

POSITION CLASSIFICATION: Unclassified

WAGES AND HOURS:

The position is temporary, part-time. A 2-3 hour paid group training session may be scheduled for successful candidates. For 2008, Stories @ the Parks begins June 9 and ends July 31. The position requires a minimum of two days or 12 hours per week, determined by the library. Additional hours may be available. Standard hours will be 9-12 and/or 1-4. There will be no Stories @ the Parks, for the week of June 30-July 4. Additional hours at special library sponsored events on Saturdays June 7 & 21 and Saturday July 12 may be available.

Wage: \$6.50/hour
 Minimum 12 hours/week

Employees are paid on the last working weekday of the month. There are no sick, vacation, holiday, retirement, insurance or any other benefits. Transportation round trip from the library to various parks will be provided by a licensed driver with a clean driving record, using the library vehicle. Only library employees will be transported in the library vehicle.

Preference will be given to applications received by Friday May 2 at 5 p.m. Submit applications to Janet Boss in the Children's Department. You will be contacted by mid-May if selected for an interview.