



Summer Reading Program Assistant (Part-Time and Seasonal)

Job Summary

Dwight Foster Public Library is seeking an enthusiastic, friendly, and detail-oriented individual to help implement the library's summer reading program, supervise and engage student volunteers, and provide superior customer service in the children's area of the library. The individual will work with other staff members in the Youth Services Department to encourage kids to read throughout the summer and create a welcoming library environment.

Reports to

Youth Services Librarian

Essential Job Functions

- Assist the Youth Services Librarian with implementing the library's summer reading program challenges for babies and toddlers, kids, and teens
- Supervise, instruct, and interact with student volunteers at the summer reading program desk
- Promote library programs and services
- Assist patrons using the library and provide general reference and reader's advisory services
- Assist patrons with operating and troubleshooting computers and other library equipment, particularly in the youth department
- Help maintain youth department library collections and shelves library materials as necessary
- Compile reports, lists, and statistics as instructed
- Monitor patron behavior in the library and intervene per policy when necessary
- Other duties as assigned

Qualifications, Skills, and Abilities

- Enjoys working with kids of all ages (infants through teens) and their families
- Excellent customer service skills
- Commitment to public service and library values

- Basic computer skills and a willingness to assist library patrons with technology and resources
- Ability to learn how to use computer software used for the summer reading program, circulation, and other library administrative tasks
- Strong verbal and written communication skills
- Effective time management skills and ability to prioritize
- Dependable and a team player
- Ability to deal with stressful situations in a calm, courteous, and consistent manner
- Ability to train and supervise teen volunteers
- Ability to maintain a working knowledge of library procedures and policies and apply them as necessary
- Knowledge of children's and young adult literature and/or child development highly desirable
- Ability to work independently
- Passion for libraries, books, and literacy

Education and Experience

- High school diploma or equivalent required
- Prior experience working with children and teens is desired
- Prior library experience is valued

Hours of Work

This temporary position will take place in June and July and will include some evening and Saturday hours. The ideal candidate has a flexible schedule and is able to work various hours.

Working Conditions

Individuals will interact with a broad range of members of the community in an indoor work environment.

Physical Requirements

The work may include some physically challenging duties such as moving furniture, pushing heavy carts, reaching up high and stooping down low, locating and obtaining information and materials throughout the library of a wide variety of sizes and shapes, walking and standing for extended periods, sitting for extended periods, and carrying a reasonable selection of materials between places where they are stored and places where they are used.