**Poynette Area Public Library**

**Program Coordinator / Library Assistant I**

**Part-time Hourly Position**

**General Statement of Duties:** Under general direction, assists the public in a welcoming and helpful manner, and practices excellent customer service skills, enhances community life and development by informing, educating, entertaining, and providing cultural enrichment to people of all ages; plans, organizes and presents classes and events to meet the informational and developmental needs of children, teens and adults both onsite and as outreach to schools and daycare centers; provides informational, reference and research assistance to library customers; assists in the selection of children’s and young adult library materials; and performs other duties as assigned.

**Reports to:** Library Director

**Essential Duties and Responsibilities:**

Program Coordinator:

\*Provides recommendations to Library Director for youth collections for inclusion, expansion and weeding.

\*Plans, publicizes, implements and evaluates appropriate programming that is responsive to local demographics and community demand.

\*Copies coloring and activity sheets for children. Suggests board games and puzzles to library director.

\*Maintains and upgrades as needed the 1,000 Books Before Kindergarten program.

\*Plans storytime sessions for toddlers in library and as outreach to daycare centers: plans program with appropriate books to be read-aloud, purchase materials for crafts and activities, and market programs to public.

\*Organizes after-school book club for fourth and fifth grade students during school year to include: determining appropriate book selections, ordering supplies and books, purchasing snacks and drinks, writing and distributing marketing materials.

\*Organizes middle school after-school programs to include: planning creative, varied activities for 6th, 7th and 8th grade students, ordering supplies, purchasing snacks and drinks, writing and distributing marketing materials.

\*Develops teen program.

\*Assists Library Director with ideas for adult programs, contests and activities.

\*Manages the summer and winter reading programs: including encourages reading among all ages, recommends and communicates with hired performers, manages teen summer volunteers, purchases prizes and supplies, writes marketing materials and coordinates the printing and distribution of such, develops and presents programs, and provides end-of-season statistics to Library Director.

\*Works with community partners to provide outreach services: including informational meetings and providing materials for parents and community members.

\*Assists director with updating social media sites, including posting to Facebook, sending photos/information to the Poynette Press, writing and sending mass emails and updating the library’s webpage calendar of events in a timely manner.

\*Tracks data and prepares reports documenting program participation.

\*Provides reference answers and reader’s advisory.

\*Provides positive, creative solutions to problems.

\*Maintains skills in above-mentioned areas through active participation in appropriate continuing education classes.

Library Assistant I:

\*Does routine circulation desk procedures.

\*Helps patrons locate materials in the library.

\*Shelves library materials and “reads” shelves.

\*Answers telephone within the library’s stated goal of three rings.

\*Calls patrons on issues related to hold items or missing materials.

\*Helps patrons with faxing and copying needs.

\*Helps patrons with library computers, personal devices, and Overdrive.

\*Answers reference questions.

\*Attends staff meetings and participates in planning and policy discussions.

\*Consistently promotes the Poynette Area Public Library and its services in a positive manner and adheres to customer service guidelines and procedures as established by the Library.

\*Complies with the established rules of operation, procedures and policies when using library computers, peripheral hardware and software. Individual passwords and any other confidential information regarding library records shall be kept confidential.

\*Maintain work area in a clean and orderly condition. Ensure safe operating conditions with area of responsibility.

\*Picks up the mail from the Post Office.

\*Other activities as directed by the Library Director, including book processing.

**Physical requirements of the position:**

\*Ability to stoop, kneel, crouch, climb and balance in order to shelve books.

\*Sitting, standing, walking, kneeling, climbing, and stooping.

\*Bending/twisting and reaching.

\*Talking and hearing: Use of the telephone.

\*Far vision at 20 feet or farther, near vision at 20 inches or less (with correction).

\*Lifting and carrying: 50 pounds or less.

\*Handling: processing, picking up and shelving books.

\*Fingering: keyboarding, writing, filing, sorting, shelving, and processing library materials.

\*Pushing and pulling: objects weighing 60-80 pounds on wheels.

**Mental Requirements of Position:**

Supervisory skills

\*Ability to work cooperatively with library staff and volunteers.

\*Manage teen volunteers during summer break.

Mathematical skills

\*Ability to add, subtract, multiply and divide and calculate decimals and percents.

Language ability and Interpersonal communication

\*Comprehend and interpret a variety of documents.

\*Record and deliver information, explain procedures, and follow instructions.

\*Use and interpret library science terminology, including automation.

\*Communicate effectively with library staff, library users, children, volunteers and the general public.

\*Knowledge of grammar and spelling.

\*Work with others in a team-oriented environment.

Judgment and Situational Reasoning

\*Interpret instructions furnished in written, oral, diagrammatic or schedule form.

\*Exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

\*Use independent judgment in order to set priorities and work independently.

Other

\*Concentrates on a task despite frequent distractions.

**Equipment Used:**

\*Computer and software programs, printers, calculator, photocopier, fax machine, telephone, book carts, hand trucks, and audio-visual equipment.

**Environment / Working Conditions:**

\*Work effectively in a library environment.

\*Work some flexible hours, including evening and Saturdays, for special events.

\*Position may require out of town travel with own reliable transportation.

\*Subject to frequent interruptions.

\*Attend and participate in continuing educational programs designed to keep one aware of changes in the profession.

\*Moves intermittently during working hours.

**Education and Experience:**

\*College diploma with proven ability to work creatively and meet job description details.

**Other Testing / Licensing Required:**

\*A criminal background check is required.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read and acknowledge that I am to comply with the aforementioned rules, duties, and responsibilities.

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Signature of employee Date