



TWO JOB OPENINGS – PROGRAMMING ASSISTANT- CHILDREN’S

Are you passionate about making a positive impact on your community? Join our team! We are committed to lifelong learning and are looking for a bright and motivated individual to help us in our mission. We’re expanding our Children’s team to include two service-oriented part-time Programming Assistants. Ideal candidates will have experience interacting with caregivers and children, birth through Grade 6, and an enthusiasm for planning and presenting creative programming. In addition to programming both in-house and at outreach events, this position requires providing excellent customer service to all patrons.

This position is 28 hours per week and requires a flexible schedule that includes evening and weekend hours. Flexibility in meeting the library's scheduling needs is necessary. The rate of pay starts at \$17.00 per hour with PTO (paid time off) and paid holidays. Participation in Ohio Public Employees Retirement System (OPERS) is required.

Special consideration will be given to applicants with a strong knowledge of current children’s literature and skill sets that translate well to children's programming. To apply please submit our employment application, www.granvillelibrary.org/employment, and a resume to Betsy Wernert, Children’s Department Manager.

Positions are open until filled.

Apply by email: bwernert@granvillelibrary.org

Apply by mail: Granville Public Library
Attn: Betsy Wernert, Children’s Department Manager
217 E. Broadway, Granville, OH 43023

*A complete job description and application for employment can be found at
www.granvillelibrary.org/employment.*

POSITION DESCRIPTION
GRANVILLE PUBLIC LIBRARY
An Equal Opportunity Employer

Job Title:	PROGRAMMING ASSISTANT- CHILDREN'S
Last Update:	01/10/2024
Departments:	Children's Department
Immediate Supervisors:	Children's Department Manager
Positions Supervised:	None
Employment Categories:	Part-time, nonexempt, support staff

JOB RESPONSIBILITIES:

Under the direction of the Children's Department Manager, the Programming Assistant-Children's provides support for all services offered to children, birth to Grade 6, and their caregivers. This will include the planning, preparation, and presentation of developmentally appropriate children's programming both in the library and off-site. The position welcomes and interacts with all patrons in the department, performing reader's advisory, answering basic reference and directional questions, promoting library programs and services, cleaning, straightening, and organizing the department. There will be other duties as assigned.

QUALIFICATIONS:

- High school diploma or GED, and
- experience working with children, or
- An equivalent combination of education and experience.
- Two (2) years' college coursework or work experience in a library is highly desirable.

PHYSICAL DEMANDS:

This position involves moving within the Children's Department to assist patrons and transporting items from 6-20 pounds. It also requires a clean driving record and access to reliable transportation for attendance at community meetings and programs.

An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.

KNOWLEDGE OF:	SKILLS AND ABILITIES TO:
<ul style="list-style-type: none"> ▪ Granville Public Library policies, procedures, and offerings* ▪ Public library principles and values* ▪ Reference procedures and services* ▪ Dewey Decimal Classification system* ▪ Children's programming and services ▪ Child and literacy development ▪ Children's literature (birth through middle grade) ▪ Microsoft Office programs ▪ Library catalog navigation* 	<ul style="list-style-type: none"> ▪ Present a positive and professional image to the public ▪ Interact and respond appropriately to patrons of all ages ▪ Develop and maintain effective working relationships with supervisor, staff, and the public ▪ Work flexible hours including weekends and evenings ▪ Work in an open environment with frequent interruptions ▪ Work on multiple tasks simultaneously ▪ Communicate effectively in written and oral form

* May be acquired within a reasonable time after hire

% of Time	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this position. Incumbents may perform any or all of the listed tasks. The percentage of time allocated to each group of duties is approximate.)
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45% PROGRAMMING

- Assists in the planning, preparation, and presentation of Children's in-house programs and passive activities
- Assists in planning, preparation, and presentation of outreach programs to various community organizations
- Maintains order of Children's Department including cleaning items, straightening, and organizing
- Performs reader's advisory
- Creates displays that promote children's department materials
- Promotes library programming to patrons

45% PUBLIC SERVICE

- Covers the Children's service desk and other service desks as needed
- Monitors patron usage of library facilities and takes a proactive approach in helping them find what they need (even if they are not actively asking for assistance)
- Locates library materials for patrons using online catalog and places holds requests when appropriate
- Answers reference questions and provides directional assistance
- Assists patrons in using library equipment
- Handles patron complaints and forwards to supervisor as needed
- Communicates library policy and procedures to patrons

10% **MISCELLANEOUS**

- Maintains and increases knowledge and skills through attendance at meetings, conferences, training seminars, and in-service training sessions
- Attends meetings and serves on temporary committees as requested
- Performs library opening and closing routines according to procedure
- Reports building maintenance problems to supervisor
- Reports equipment problems to supervisor
- Performs additional duties and assignments as required

Employee signature

Date