
Program Assistant

REPORTS TO:	Children's and Youth Services Librarian, Director
JOB CLASSIFICATION:	Part Time, Seasonal
STATUS:	Non-exempt
REVISED:	6/11/15
REVIEWED:	

BASIC FUNCTION:

Under the general direction of the Children's and Youth Services Librarian, the Program Assistant performs specialized tasks related to providing library services to children and teens. The Program Assistant conducts both onsite and offsite programming, orders library materials, creates displays, and performs other tasks as necessary to encourage the use of the Library by children and teens and to keep the trust of parents in the Library as an institution. Duties may require independent judgment and action within specific parameters. The Program Assistant interacts with the public and with other staff.

The Library expects all employees to observe and develop our core values of: Motivation, Positive Attitude, Respect for Others, Strong Commitment to Customer Service, Sense of Humor, Integrity, Honesty, Tolerance and Flexibility.

RESPONSIBILITIES:

- Assist in developing, planning and actively carrying out a variety of activities for children and teens.
- Organize, maintain, prepare and order materials utilized for crafts and activities.
- Create and perform storytelling and other activities to support the Children's and Youth Services Librarian.
- Assist in ordering/de-selecting collection materials with the approval of Children's and Youth Services Librarian.
- Create and maintain displays of Library materials and seasonal information.
- Assist with the Library's summer reading program.
- Conduct outreach to daycares, schools, and other facilities as directed.
- Conduct in-house Library tours as directed.
- Perform other duties as assigned.



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EXPERIENCE AND EDUCATIONAL REQUIREMENTS:

- Bachelor's degree in early child development or elementary education, or combination of some post-secondary education and relevant work experience.
- Experience with children's programming and/or children's literature preferred.
- Knowledge of library principles and practices and the ability to put them into practice.
- Basic computer experience with standard office software, including Microsoft Office products, email, and internet usage.
- Valid driver's license and satisfactory driving history. Personal transportation that can be used for business travel is required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Individuals may need to sit or stand for extended periods. Manual dexterity to manipulate library materials required. Ability to communicate orally and in writing effectively. Work extensive hours at the computer screen. Reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the work day. Ability to do repetitive tasks with speed and accuracy. Employee may need to carry, push, pull, or lift up to 50 pounds. Proper lifting techniques required. Push and pull fully loaded (50-100 pounds) book trucks. Ability to work under pressure, coordinating multiple responsibilities simultaneously, and meet firm deadlines.