

CHILDREN'S LIBRARY ASSISTANT

General Description:

Under the supervision of the Youth Services Librarian, perform general service duties in the children's library, shelve children's materials and provide informational and readers' assistance to children and adults using the children's collections. Keep the children's space neat and inviting. Assist with special projects and operations within the children's library as needed.

Duties and Responsibilities:

- Greet patrons in a friendly manner and help them find and use materials if needed
- Shelve children's materials. Place materials on display where appropriate
- Keep the children's library neat
- Assist in the promotion and administration of library services and programs
- Locate and retrieve items for teacher requests
- Assist patrons with use of children's computers
- Maintain a professional, cooperative and friendly attitude while working with patrons and coworkers
- Suggest appropriate items to patrons to read, listen to or view (readers' advisory)
- Distribute duplicate borrower barcodes upon request.
- Teach / assist patrons on how to use the online public access catalog (OPAC) to place holds on library items both within Steamboat Springs Community Libraries and Marmot Libraries.
- Teach / assist patrons with the self-check out stations
- Teach patrons how to access their account using the OPAC, including how to renew, check the due dates / status of borrowed materials,
- Search and retrieve requested and missing materials
- Count and record participants at children's programs
- Manage appropriate use of the children's library as needed, e.g remind children to keep their "feet on the "blue or the floor" when enjoying the Magical Mirrored Mountain, remind children to walk in the library.
- Try to use patrons' names whenever possible
- Administer telephone requests and inquiries
- Refer appropriate questions and comments to the Youth Services Librarian
- Follow opening and closing procedures
- May perform other duties as requested

Results:

- Patrons – both children and adults - feel welcome coming to and using the library.
- Patrons feel comfortable asking for assistance.
- Patrons enjoy using the children's library – they feel comfortable and welcome.
- Patrons' informational needs are met, and their concerns are acknowledged and addressed.
- Patrons are enthusiastic about library services and programs.

- Patrons' library needs are met and exceeded.
- Library staff feel supported by an effective team member

Minimum Qualifications:

Graduation from high school.

Knowledge and Abilities:

Must enjoy working with and be able to communicate effectively with children, young adults and their parents or caregivers. Provide friendly, helpful service to all patrons. Ability to learn library procedures and practices. Ability to use computers comfortably and effectively for general office functions and information retrieval. Knowledge of children's literature.

Working Conditions:

This position may require working evenings and weekends. May require lifting (up to 40 lbs.). Requires bending and reaching.

Special Qualifications:

Must be flexible in days worked, work efficiently during periods of heavy traffic, ability to handle many tasks at one time despite interruption, perform side work during periods of light traffic, and maintain a positive, enthusiastic, professional attitude.