



# Tifton-Tift County Public Library

LITERACY • TECHNOLOGY • COMMUNITY

245 Love Avenue, Tifton GA, 31794 (P) 229-386-7148

## **Children's Assistant**

### **THE POSITION:**

29 hours per week.

\$10.50/Hr starting wage.

Under the supervision of the Children's Specialist, this position performs a variety of circulation tasks related to the operation of the children and youth departments. Duties include preparation of program materials, outreach assistance, providing excellent patron service, and providing programs for children and youth. This position requires afternoon, evening and Saturday shifts.

This position reports directly to the Children's Specialist.

### **GENERAL DUTIES:**

- Responsible for implementing some programs such as storytimes, school age programming, young adult aged programming and support for the annual youth summer reading program.
- Trains public on use of library technologies and library resources.
- Creates attractive and timely displays and merchandise library materials.
- Maintains current knowledge of organizational procedures, processes, policies and operations.
- Provides desk coverage as needed.
- Provides outstanding internal and external customer service. Demonstrates a positive attitude and supports library goals and objectives.
- Responds to patron questions and situations in accordance with library policy and in a manner to enhance the reputation of the library as a public service organization.
- Works closely with teachers, preschool operators, and parents providing recreational, educational, and curricular materials, as directed.
- Performs in-depth reference service as needed.
- Assists in collecting library statistics.
- Represents the library at community events and in community organizations; maintains positive working relationships with partner institutions.
- Attends staff meetings as called by the Branch Manager.
- Publicly supports the Library Board of Trustees, the Branch Manager, and library policies and promotes a positive image of the library.
- Performs additional duties as assigned by the Branch Manager.

**IDEAL CANDIDATE:**

*In addition to meeting the minimum qualifications listed below, the ideal candidate will possess the following attributes:*

Ability to:

- Display understanding of the principles and practices of public library functions.
- Demonstrate knowledge of the needs and abilities of children and the available library materials and services.
- Excel in oral and written communications.
- Administer the activities of a children's library service and supervise the work of others.
- Develop short and long-term development and operations plans and programs for a children's library service.
- Establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies and the general public.

Minimum Qualifications:

- High school diploma

***This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position.***