

JOB TITLE	Summer Reading Assistant
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DEPARTMENT Children's

REPORTS TO Children's Department Head

FLSA STATUS/HOURS Non-exempt, temporary
summer

CERTIFICATION LEVEL none

Role and Responsibilities:

Summer Reading Assistants provide exceptional customer service to library patrons under the direction of the Children's Department Head, including technology assistance, locating materials and information, and basic reference and directional guidance.

Patron Service

- Greet all visitors to establish a welcoming and inclusive environment
- Provide exceptional customer service in person and over the telephone including answering reference and information needs, locating requested items and technology support
- Facilitate summer reading participation for children, youth and adults through online and mobile technology
- Maintain excellent records and statistics in an online database
- Assist with book displays, department decoration, promotional materials and self-directed programming.
- Inform visitors of ongoing upcoming library events and activities.
- Prepare crafts and program materials.
- Ensure that the library facility is clean, orderly and well maintained.

Collection Maintenance

- Reshelve library materials in the children's area

Community Collaboration

- Represent the Library at outreach events in partnership with local organizations, community groups, and schools