

WESTERLY LIBRARY AND WILCOX PARK
Kid's Room Associate

Department and Level of Authority

- Youth Services Department
- Associate, PT
- Reports to the Head of Youth Services
- In the absence of the Head of Youth Services, reports to the Kids Librarian. In the absence of the Kids Librarian, reports to the Assistant Director

Position Summary

The Kid's Room Associate supports the Kid's Librarian, Tween Librarian, and the Head of Youth Services through the staffing of the service desk and floor, answering readers' advisory/reference questions, locating materials, shelving books, managing holds, assisting with collection maintenance, and assisting with children's programs.

Key Responsibilities

The essential functions or duties listed below serve only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position

- Assists users in locating and using library materials, including on-line sources
- Assists users in locating and placing requests for materials
- Maintains library materials, supplies and work area in good order
- Provides group and individual introduction and instruction in the use of the library
- Plans and presents appropriate programs for children and their caregivers
- Prepares and arranges displays, booklists, and passive programming materials
- Explains rules and procedures to users as needed
- Performs duties and tasks in accordance with the established service standards
- Covers other departments as needed and helps cover Teen Service Desk
- Performs other duties as necessary or required

Essential Skills

- Basic knowledge of computers
- Skill in typing and the ability to do data entry using a computer terminal
- Ability to understand and follow written and oral instructions
- Ability to pay attention to detail
- Ability to establish and maintain effective working relationships with superiors, associates and the general public

Minimum Qualifications

- High School Diploma or equivalent
- Knowledge of clerical practices

Preferred Qualifications

- Experience working with children ages 0-12 years old
- Ability to relate to children of all ages and families in a diverse environment

- Public service experience
- Knowledge of library clerical procedures and practices
- Experience working with databases, library catalogues, and/or searching information using keywords

Working requirements

- Performs tasks with some degree of independence
- Observes, follows, and enforces all Association policies and procedures
- Has access to confidential and financial information
- Ability to sit and use computer workstation
- Time standing, walking, stooping or reaching with hands or arms
- Must have the ability to stand, walk, kneel, crouch, squat, stoop, reach, and lift
- Frequently required to lift up to 25 lbs. or push/pull 40 lbs.
- Position is required to work some nights and/or weekends