



Wilmette Public Library

**Wilmette Public Library
Job Description**

Position:	YOUTH SERVICES SUMMER READING CLUB ASSISTANT
Type:	Seasonal, Temp, Substitute, Floater
Classification:	Non-exempt
Reports to:	Youth Services Manager
Pay Grade:	22
Updated:	4-26-2024

POSITION SUMMARY

The Summer Reading Club Assistant is responsible for staffing the Summer Reading Club booth, engaging children in conversation about the books they have read, recording their progress, and performing data entry duties related to the Summer Reading Club. This individual will demonstrate exceptional customer service skills and patience when dealing with children on a one-on-one basis for several hours at a time. This individual must be well organized, detail oriented, observant of Club rules, and accurate.

ESSENTIAL RESPONSIBILITIES

- Assist in the registration of patrons into the Summer Reading Club program.
- Provide information and instruction about the program as requested.
- Engage with and listen to children talk about the books they have read for the Summer Reading Club program.
- Keep written records of reading progress and enter this data into the database.
- Assists with various clerical and custodial tasks associated with the Summer Reading Club (filing, distributing prizes, clean-up, etc.)
- Devise, prepare and clean up craft projects.
- Answer patron's directional questions, and refer reference related questions to librarians.
- Fill book displays.
- Keep current on department and library news and events by checking work email during work hours.
- Performs other related duties as assigned.

KNOWLEDGE / SKILLS / ABILITIES

- Ability to deliver an exceptional customer service experience.
- Ability to demonstrate patience in working with young patrons.

Youth Services Associate

- Ability to work independently or collaboratively as a member of a team.
- Communicates effectively in English, both orally and in writing.
- Ability to read and understand written information and instructions.
- Ability to handle multiple tasks and efficiently organize work.
- Must be punctual and demonstrate excellent organizational skills and attention to detail.
- Knowledge of Windows computing platform and Microsoft Office software suite.

QUALIFICATIONS

- High School Diploma/GED required.
- Customer experience highly desirable.
- Must be available to work daytime, evening, and weekend hours on an as-needed basis. (Friday and weekend availability is essential.)

Physical Requirements: (Requests for reasonable accommodations to these requirements may be considered)

- Professional proficiency in English.
 - Occasionally required to bend, stoop, kneel and crouch.
 - Physical ability to sit for extended periods of time.
 - Ability to lift and carry items up to 20 pounds.
 - Visual acuity sufficient to read various font sizes.
 - Must be able to hear, comprehend, and respond to staff members and patrons in person.
 - Ability to perform repetitive hand motions for extended periods of time.
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ACKNOWLEDGEMENT

I understand this job description and its requirements and responsibilities required to fulfill the position. I also understand that the job functions may change as needs evolve.

Employee's Signature

Date