

POSITION DESCRIPTION

POSITION: Library Associate

LOCATION: Mishawaka Library

*Must be willing to work at all three locations

CLASSIFICATION: 2-Library Associate

CERTIFICATION: N/A

FLSA Status: Non-Exempt (Hourly)

HOURS OF WORK: Part-time/20 hours per week including at least 1 evening; 2 Saturdays required per month (with two compensating days off during the same work week). Should the library be open on Sundays, some Sunday work will be required.

WAGE: \$11.00 per hour

DIRECT SUPERVISOR: Programming Specialist

QUALIFICATIONS AND WORK SKILLS:

1. High school diploma.
2. Experience working with children and teens preferred.
3. Computer skills and ability to type accurately.
4. Ability to communicate and work well with younger patrons and MPHPL employees.
5. Ability to work independently while exercising good judgment and decision making.
6. Ability to learn new skills and follow direction.
7. Ability to demonstrate creativity and maintain positivity towards peers and patrons.
8. A valid Indiana driver's license and reliable transportation.

The purpose of this position is to serve as an energetic and creative team member in the Youth Services Department. This team assists children, teens, and adults in obtaining information, attaining reading enjoyment, enriching lives through programming, and creating lifelong learners and partners within the community.

RESPONSIBILITIES AND DUTIES:

1. Plan, prepare, and present programming for youth from birth through 12th grade.
 - Become a permanent member of our storytime programming team that visits all three locations for 4-6 week periods of time.
 - Collaborate in additional assembled project teams of Youth Services staff as required.
 - Assist in promoting programs and activities in the department internally and within the community.
 - Assist with class visits and outreach events throughout the year.
2. Provide exceptional patron service, including assistance with:
 - Reference and research, reading guidance, computer operations, and general library information.
 - General collection and department maintenance.
3. Perform other tasks as assigned to ensure efficient operations in Youth Services.

PHYSICAL REQUIREMENTS:

1. Ability to pull a loaded book cart to shelving areas.
2. Ability to lift and carry 20-30 pounds of books to shelving or work areas or supplies to and from library locations/vehicles.
3. Ability to stand, bend or stoop to shelve books for a short period of time.
4. Ability, stamina and balance to perform basic movements. These movements could include squatting, bending and stooping, marching, turning in circles, and lifting arms overhead.
5. Ability to sit for short periods of time while keyboarding or typing.
6. Ability to hear patrons (with or without hearing aids) accurately in person and on the phone to facilitate an appropriate response.
7. Ability to see (with or without glasses) to perform all duties as assigned.

Revised 6/2018