

# **New Carlisle-Olive Township Public Library**

## **Job Description – Programming Assistant**

**Supervisor** – Children’s Coordinator

**Hours** – Part-time less than 30 hours per week. Non-exempt. Two evenings per week, Friday afternoons, and some weekends.

**Wage:** \$11 per hour

### **Primary Function**

The Programming Assistant provides exceptional service to patrons, performing basic circulation and clerical tasks, and planning and implementing technology programs for adults, teens and children.

### **Qualifications**

- High School Diploma or equivalent
- Interest in new and emerging technology
- Experience planning and implementing lessons preferred
- Good oral and written communication skills
- Ability to establish and maintain good working relationships with the public and staff
- At least one year of customer service experience preferred
- Ability to follow oral and written instructions

### **Specific Responsibilities**

- Issues and renews library cards
- Assists customers in finding library materials
- Answers phone, provides routine information or transfers calls
- Develops and leads children’s, teen, and adult programs, related to STEAM (science, technology, engineering, art, and math)
- Assists with set-up, break down, and prep work for library programs.
- Checks items in and out at circulation desks
- Assist in keeping collection in good order
- Assist with library displays
- Assists patrons with basic computer use
- Performs other duties as assigned

### **Knowledge and Skills**

- Ability to work with patrons in a friendly and tactful manner
- Knowledge of personal computers and related hardware, email, and office software
- Ability to learn new technology and teach others to use it.
- Skill in checking information for accuracy and completeness and correcting errors
- Ability to organize materials alphabetically and numerically
- Ability to use basic office equipment

### **Physical Demands**

- While performing the duties of the job, the employee is regularly required to sit, use their hands and fingers to handle or feel; to stand, walk, reach with arms and hands; lift, push/pull and carry objects up to 25 pounds. The employee is occasionally required to climb, stoop, kneel, crouch, or crawl.
- While performing the duties of the job, the employee may be exposed to room temperature changes
- The employee may be exposed to noise levels that are low to moderate.