

## LIBRARY AIDE – Youth Services/Circulation Clerk (Full-Time) Athens-Limestone County Public Library

The person holding this full-time Library Aide position provides support to the Youth Services Department, and reports directly to the Youth Services Coordinator. This staff member assists the Youth Services Coordinator by planning and implementing related programming. Assists with Storytime, children's and teen programming, and Summer Library programming.

### DUTIES AND RESPONSIBILITIES

- Staffs the Youth Services desk; assists at main circulation desk as necessary.
- Assists patrons in locating materials; assists with collection management.
- Plans and implements Youth Services programming: Storytime, children's activities, and Summer Reading programming and events.
- Additional Duties, assigned as appropriate:
  - Receives and records fines.
  - Answers telephone and refers and/or transfers calls, takes messages, etc.
  - Assists in opening and closing procedures as assigned.
  - Moves books, unloads donations, etc.
  - Provides light cleaning as assigned.
  - May assist with or coordinate programs and other events.
  - Prepares materials for programs.
- Assists with additional library activities and projects as assigned.

### KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Accuracy and attention to detail.
- Working knowledge of Microsoft Office Suites; ability to learn Integrated Library System.
- Ability to assist patrons with computer-related issues.
- Cheerful, friendly, and positive attitude.
- Ability to establish and maintain effective working relationships with staff and patrons.
- Good oral and written communication skills.
- Ability to understand and follow oral and written instructions.
- Willingness and ability to perform assigned tasks.
- Ability to meet deadlines and work quality requirements.
- Physical ability to bend and stretch to shelve and retrieve books and materials on lower and higher shelves.
- Physical ability to push and pull loaded book carts and lift stacks of books and other equipment and materials weighing up to 30 pounds.

### QUALIFICATIONS

- HS Diploma or GED required; Associates preferred.
- Must have a minimum of 1-2 years of experience working with children, teens or young adults.
- Skill in working with children and young people
- Story-telling ability
- Ability to relate to children and teens.
- Ability to become familiar with the needs and interests of children and teens.
- Ability to interact with and assist the public in a friendly and responsive manner.
- Extensive knowledge of computers, their operating systems, and programs likely to be used in libraries, including familiarity with the Internet, word processing and educational databases.
- Ability to maintain control of group setting.
- Good oral and written communication skills.
- Strong organizational skills for a customer service-oriented environment.
- Ability to establish and maintain effective working relationships with co-workers and the public.
- Ability to work afternoons and evenings and rotating Saturday shift.
- Must be able to pass a background check.