

**City of Huron
Job Description**

JOB TITLE: Summer Reading Program Aides

DEPARTMENT: Library

ACCOUNTABLE TO: Library Director

PRIMARY OBJECTIVE OF POSITION: Under direct supervision is responsible for assisting staff and patrons with Library projects during the Summer Reading Program. Work varies little, requiring individual judgment within professional guidelines and standards. May work in one of three positions – children’s, teens or circulation. Will work a maximum of 500 hours.

ESSENTIAL JOB FUNCTIONS: Physical demands include sitting, standing, walking, bending, stooping, kneeling, crouching, and lifting. Work is usually performed in an indoor setting but some programs may be held in the park or other locations. Although the noise level in the Library is usually low, the over-abundance of patrons in the Library can produce a high level of noise. The employee must frequently lift and/or move up to 40 pounds. Moving carts are available for employees to use to move some materials. Must possess a valid South Dakota Driver’s license.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- ❖ Assist children's and teen librarian prior to start of Summer Reading Program (SRP) in creating the decorations for program and/or assist in setting the decorations in place.
- ❖ Assist children's and teen librarian prior to SRP with activity sheets; running copies, etc.
- ❖ Directly supervise the young in one or more specific area of the SRP, i.e., crafts, games, ~~store~~, volunteers, etc. In this area, although the activities will be chosen previously and materials will be on hand, the summer employee will be the "expert" for the summer and be responsible to make more copies and inform the children's and teen librarian when more supplies are needed.
- ❖ Train the student volunteers and supervise those in her/his specific area.
- ❖ Together with the children's and teen librarian, other summer employees, and library staff, generally supervise all young patrons in the library at all times.

- ❖ When all the "organizational" things listed above are in good order, shelve library materials in the correct locations.
- ❖ Be able to attend the evening sessions of SRP to supervise youngsters and assist with any bookkeeping details.
- ❖ Maintain a cheerful and inviting attitude, while still disciplining children in an appropriate manner. Children don't have to be here; they are the library's guests. However, they should not be doing things that may hurt themselves or others, nor should they be disturbing the other patrons.
- ❖ Assist and educate patrons on use of automated on-line computer card catalog in their search for materials;
- ❖ Assist patrons in locating materials shelved according to the Dewey Decimal System;
- ❖ Educates patrons on the use of all library services including the online catalog, their use of the Internet, electronic databases, and/or word processing;
- ❖ Assist patrons with the use of microfilm reader/scanner/printer, photocopier and other electronic machines; etc.
- ❖ Instruct patrons on how to use our eBook services by demonstrating how to download the materials to their eReader devices.
- ❖ Conduct a variety of duties at the Circulation Desk to include: loaning/returning of library materials through use of automated circulation system; monetary transactions, book reserves, shelf maintenance, data inputting, telephone monitoring,
- ❖ Communicate any unsafe conditions or accidents / injuries in a timely manner to supervisor in order to facilitate prompt correction or reporting.
- ❖ Attend training as necessary.
- ❖ Perform work in a manner consistent with safe practices and policies.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: None.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS: High School diploma or GED Certification, preferred. Prefer at least one year of college. Prior related experience with children's activities/supervision also preferred. Prefer computer and internet experience. Must possess a valid South Dakota Driver's License.