

Seasonal Library Public Service & Outreach Assistant

Reports to: Children's Librarian and Head of Circulation

Hours: 20 per week

Schedule: weekdays, selected mornings/afternoons and at least one evening or Saturday shift each week.

Duration: June 15 through Aug. 31, 2015.

Compensation: Minimum wage

Summary: Waterville Public Library seeks energetic summer assistant to help staff busy library service desks, and to assist at the library's summer reading program events for children and families. The position is shared between the Circulation and Children's Departments of the Library and is supervised by heads of both departments in close collaboration.

Working conditions: Indoors in a public service institution, requiring at various times the ability to sit, stand, move throughout the building to assist customers and retrieve materials. Occasional travel to outreach locations within the city limits may require use of own vehicle, outdoor work and the ability to carry loads up to 30 lbs from parking areas to program locations.

Required qualities are a High School Diploma or the equivalent and experience with and/or demonstrated aptitude for:

- A strong service ethic,
- Customer service skills and the ability to be a positive representative of the library,
- Flexibility and teamwork,
- Ability to lead of dynamic literacy-based programs for kids of all ages,
- Reliable transportation,
- Competence with common office computer programs and the ability to learn the library's computer catalog and circulation systems.

Desirable qualities include:

- Experience working with children 12 and younger,
- Presentation and performance skills (especially singing, storytelling, puppetry),
- Knowledge of and love of children's literature,
- An inquiring mind,
- A quirky sense of humor.