

## **20 hr. Children's Services Library Aide position. Job Description:**

The Goodwin Library Children's Room is an extremely busy department of the Goodwin Library providing Library services and programs to children from birth through age 15. We circulate over 1000 items a month, provide continual programs to encourage a life-long love of literacy and learning, and support the curriculum of the local schools. The Library is also an active community partner, continually collaborating with the schools and other local agencies in advocating and providing services to improve the quality of life for all our residents. The Children's Services Library Aide position provides full support of all these services including, but not limited to: circulation desk, reference work, technology, story-times, Teen Services, collection development, and community advocacy.

### **Minimum Requirements , Skills and Abilities:**

**Education:** Must have a two-year Associates Degree or Certificate in a related field or equivalent experience:

#### ***Physical Requirements:***

- Must be able to move/lift a minimum of 30 pounds
- Must be able to accommodate a two-step footstool
- Must be able to stand/move for extended periods of time
- Must be able to work assigned hours that include evening and rotating weekend hours

#### ***Technology Requirements:***

- Experience w/ Windows XP or later
- Experience w/ Office 2007 or later
- Experience w/ networked systems including using multiple printers, scanners, and projectors, etc.
- Knowledge and ability to use basic web searches including uses of licensed databases

#### ***Be able to demonstrate the following:***

- Speak/write and communicate clearly and legibly
- Follow multiple step/detailed procedures and directions
- Consistently perform/provide duties and information with accuracy
- Fairly and evenly interact/communicate/assist all members of the public without bias or prejudice
- Apply confidentiality and privacy laws as mandated by federal/state law and professional codes of ethics
- See/handle multiple interpersonal interactions at one time
- Maintain composure in high demand/multiple interaction situations
- Prioritize and complete multiple assignments in a timely manner
- Handle continual and multiple interruptions
- Perform/produce/ and interact as a team member