



Ozark Regional Library

POSITION TITLE: 2022 Summer Reading Program Aide

Part Time, Temporary, NON-EXEMPT

SUMMARY OF POSTION: This position is responsible for helping the youth librarian plan and execute programs, compile statistics, organize supplies, and assemble materials for the 2022 Summer Reading Program.

BASIC QUALIFICATIONS:

- Must be comfortable with public speaking
- Experience in utilizing a personal computer and the Internet.

DESIRABLE QUALIFICATIONS: 2 years of college

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Interacts well with people of all ages and treat others with patience, courtesy, respect, and tact
- Enjoys books and reading
- Skill in creative thinking and quick problem solving
- Skill in operating standard library and office equipment (i.e., personal computers, photocopiers, fax machines, etc.)
- Ability to meet deadlines
- Ability to communicate effectively with co-workers and patrons
- Ability to establish and maintain effective working relationships with library users and staff
- Ability to multi-task and be flexible
- Ability to function effectively as part of a team, and to work independently on projects.
- Be reliable and punctual

ESSENTIAL DUTIES AND RESPONSIBILITES

- Promote and explain the Summer Reading Program to youth and caregivers, as well as assisting in the sign-up and/ or prize collection process
- As part of the youth programming team, participate in fast-paced schedule of special event preparation, set-up, execution, and clean up for participants ranging from birth to 17 years of age.
- Keep accurate statistical records
- Must be tolerant of ambiguity and adaptable to change.

- Will be based in Ironton but must be able to travel to all ORL branch locations
- Perform all work in a courteous and cheerful manner
- Flexible and open to planning and implementing in-person, Zoom, or other virtual programming
- Perform other duties, as assigned

SUPERVISION EXERCISED: NA

SUPERVISION RECEIVED

Works under the direct supervision of the youth librarian

PUBLIC CONTACTS

Continuous contacts with library personnel and the general public

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee encounters and must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Typical Needs:

- Position requires frequent sitting, walking, bending, reaching, handling, grasping, talking
- Hearing, and repetitive motions of hands/wrists
- Specific vision abilities required to do this job include close vision and the ability to adjust focus
- Ability to hear and speak with patrons, staff, and telephone callers
- Ability to sit for extended periods
- Ability to use keyboard and to view computer monitor for extended periods
- Ability to move and check in library materials using an automated circulation system
- Ability to lift and carry at least 30 pounds
- Ability to push and pull 100-pound carts
- Performing the duties of this job requires the use of equipment including but not limited to: computer, telephone, copy and fax machines, microfilm/fiche reader/printer and general small office tools

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.