



LESTER PUBLIC LIBRARY OF ROME

1157 Rome Center Drive
Nekoosa, Wisconsin 54457

Summer Library Aide, Part-Time LTE

Salary: \$14.00 hourly

Schedule: 20 hours/week, Monday-Saturday

Start Date: May 26th, 2024

End Date: August 31st, 2024

The Lester Public Library of Rome is seeking a part-time (20hrs/week) Summer Library Aide. This position will work at the service desk, assist with the library's Summer Reading Program, and engage in outreach activities within the Rome community. The ideal candidate will be creative, collaborative, out-going, and have excellent customer service skills. The Summer Library Aide, under the direct supervision of the Library Director, is responsible for delivering frontline patron services, operations support, program support, and other related duties.

You Might Be a Good Fit If You Are:

- Friendly, open-minded, and thrive when helping others
- Community focused and interested in learning more about non-profit work
- Team-oriented and excited to work as part of a small, but mighty, team
- Flexible and able to "go-with-the-flow", as no two days are the same!

Position Responsibilities:

- Welcomes patrons into the library and ensures a great user experience
- Provides excellent customer services at desk, including answering reference questions, sharing program information, and assisting with technology use
- Performs general circulation tasks including answering phones, placing and processing material holds, checking materials in and out, and shelving materials
- Assists staff with planning, preparing, and implementing library programs
- Participates in outreach activities through loading/unloading bookmobile materials, staffing outreach booth, and connecting with patrons in the community
- Performs other related job duties based on skills and interests

Preferred Qualifications, Knowledge, and Skills:

- Experience and/or ability to provide excellent customer service to children, teens, and adults; individually and in groups
- Previous library or related work experience
- General knowledge of library's purpose and practices
- Ability to organize and prioritize work, respond to varied/changing work demands, and make decisions as appropriate
- Excellent verbal and written communication skills, including working knowledge of English grammar and spelling



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Required Qualifications:

- At least two years of high school education, or combination of education and experience which provides equivalent knowledge, skills, and abilities
- Must be at least 16 years old with reliable transportation
- Proficient with current technology, including basic computer skills, knowledge of Microsoft Office programs, basic internet searches and tasks, and using cell phone and tablet applications
- Ability to work both a flexible or set schedule, including evening hours and two Saturdays per month
- Demonstration of good character as determined through a background check

Work Environment:

While working in this position, staff members are regularly required to sit at a computer desk for an extended period of time, stand, walk, crouch, stoop, squat, twist, climb, push/pull up to 50 pounds, and lift up to 50 pounds. Work may take place inside the physical library building, outside on the library grounds, or at different community locations in varying types of weather.

Equipment Used: Book cart, building security system, calculator, camera, computers, and peripherals such as printers and scanners, copy machine, media players, fax machine, paper cutter, paper shredder, popular consumer electronic devices, digital projector, telephone, smartphone.

Still Interested?

Apply by completing a Town of Rome Employment Application and completing the additional position-related questions. All forms must be submitted either in person at the Lester Public Library of Rome or via email to nmenzel@romepubliclibrary.org by April 3rd, 2024. Candidates selected to move forward in the process will receive an interview invitation by 5pm on April 5th, 2024.

If you require any accommodations to complete this application, please call the library at 715-325-8990, email nmenzel@romepubliclibrary.org, or stop by in person with your request.



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1. Why are you interested in the Summer Library Aide position?

2. What is your favorite book? Why?

3. Are you able to work two Saturdays per month during the summer (we can be flexible for vacations and planned trips)? YES or NO

Circle the answer which **best** describes you from the statement sets below (there are no “right” answers, these will help us balance our team so please try to be honest with your responses):

I work best with clear instructions and specific tasks OR

I work best with autonomy and loose guidelines

I thrive when working as part of a team OR

I thrive when working independently

I like to look at the big picture and imagine the possibilities OR

I like to jump into a project and get it completed

I am an introvert OR

I am an extrovert

Working with children is something I enjoy OR

Working with the elderly is something I enjoy

I wait to start an assignment until the deadline is near OR

I get started right away on an assignment and finish early

I am creative and freethinking OR

I am analytical and straightforward

I enjoy being outdoors OR

I enjoy being indoors