



LESTER PUBLIC LIBRARY OF ROME

1157 Rome Center Drive

Nekoosa, Wisconsin 54457

(715) 325-8990 • (715) 325-8993 Fax • rdaley@romepubliclibrary.org

Summer Part Time Job Opportunity Youth Library Aide The Lester Public Library of Rome

The Lester Public Library of Rome is seeking an energetic part time youth services aide to deliver quality services to children, teens and adults for our Summer Reading Program. This position will average 10-15 hours per week, including days, evenings, and Saturdays. Anticipated start date is May 13, 2019 and will run through August 31, 2019. Hourly wage will be \$9.50/hr. This position does not include benefits.

Primary job responsibilities include planning and preparing for library programming, supporting library staff, shelving and general library duties. The ability to provide outstanding customer service and computer skills are required. Please see attached job description and qualifications.

Applicants must be 16 years of age or older to be considered for position.

What are we looking for?

- Genuine desire and ability to work with children of all ages. Prior experience working with preschool thru 6th grade age children is preferred but not required
- Ability to interact confidently and effectively with the public
- High energy, flexibility, and creativity, along with excellent communication, organization, and technology skills
- Existing knowledge of literature and “pop culture” preferred

To apply, submit the Town of Rome application and your resume to the library's front desk or via email to Renee Daley at rdaley@romepubliclibrary.org.

The Town of Rome employment application can be found on the library website at www.romepubliclibrary.org or at the library front desk. Application materials must be submitted by 5:00pm on April 26th, 2019. Questions regarding the opportunity may be sent to the same email address. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.



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Lester Public Library of Rome Summer Youth Library Aide Job Description

Youth Library Aide Duties

1. Ability to work with all kinds of people, from a wide range of ages and interests
2. Assist library staff with childrens crafts and program preparation
3. Performs circulation procedures, such as checking materials in/out, filling holds, delivery bins, bookdrop and collecting fines
4. Shelve library materials and reads shelves as needed
5. Assists patrons with operation of library computers and electronic devices
6. Answer telephone, take messages and direct to appropriate personnel
7. Performs other duties as assigned

Knowledge and Abilities

1. Provide outstanding service to patrons and staff
2. Tech savvy and social media proficient
3. Strong written and verbal communication skills
4. Ability to maintain confidentiality of library patron information
5. Attention to detail; ability to follow detailed instructions
6. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required
7. Understands and abides by all library policies

Physical Demands of the Position

1. Ability to apply technical knowledge
2. Ability to work in confined spaces
3. Far vision at 20 feet or further; near vision at 20 inches or less
4. Lifting and carrying: 50 pounds or less
5. Pushing and pulling: objects weighing 300-400 pounds on wheels
6. Frequent standing, walking, kneeling, crouching and sitting
7. Light housekeeping

Qualification/Experience

1. Must be 16 years of age or older
2. High School Diploma, GED, or a student in good academic standing
3. Library experience preferred but not required
4. Proficient in current technology and handheld devices
5. Possess a valid driver's license or the ability to meet the transportation requirements of this position