

TOWN OF CANTON

TITLE: Summer Aide

CLASS: Hourly

DEPARTMENT: Canton Public Library

DATE: April 4, 2011

POSITION DESCRIPTION: During the summer months, participates in all aspects of children's services

SUPERVISION RECEIVED: Works under the direction of the Library Director and the Head of Children's Services.

SUPERVISION EXERCISED: May supervise Library Pages and volunteers working in the area of children's services.

EXAMPLES OF DUTIES:

- Helps prepare library facilities for children's and teen programs; assists with such programs; helps clean up after such programs
- May be asked to conduct special children's and teen programs
- Works at the Children's Room service desk
- Assists patrons with summer reading program
- Answers reference questions from patrons; refers complex questions to professional staff
- Assists with use of computer programs and the online public access catalog
- Assists in preparing book displays and bulletin board displays
- Shelves library materials returned from circulation or used in-house; helps to maintain neat order in the Children's Room
- Shelfreads to ensure that library materials are on shelf in proper order; straightens and neatens shelves
- Shifts collection or parts of collection, as instructed
- Identifies library materials in need of repair to supervisory staff
- Assists in preparing and repairing library materials, cleaning discs, and other collection maintenance
- Performs other tasks and duties as necessary and/or as requested

KNOWLEDGE, SKILLS, AND ABILITIES: Experience working with children. Ability to learn routine library procedures, follow written or oral instructions, and work cooperatively with other staff members and patrons.

MINIMUM QUALIFICATIONS: High school diploma. College degree or college degree in progress.

PHYSICAL EXERTION AND ENVIRONMENTAL CONDITIONS: Manual dexterity. Ability to bend and stretch to reach low and high shelves. Ability to lift and carry 35 pounds and to maneuver a fully loaded book cart. Requires flexible working hours including evenings and weekends. Ability to work in both inside and outside environments.

LICENSE OR CERTIFICATE: None