

City of St. Helens

Job Title: Library Events Assistant
Department: Library
FLSA Status: Non-Exempt
Union: None
Created: November 15, 2018
Wage Scale: Recreation Assistant

GENERAL PURPOSE

This position is employed only seasonally and/or part time with the City of St. Helens. A variety of duties and tasks may be assigned. A pre-employment background check will be conducted.

Hours per week: 0-10 (Monday through Saturday). May work evenings and weekends.

SUPERVISION RECEIVED

Works under the general supervision of the Library Director and follows directions from the Youth Librarian.

SUPERVISION EXERCISED

None.

JOB DUTIES AND RESPONSIBILITIES

As directed by Library Director and Youth Librarian:

- Assists in delivering maker-based library events for children and their families.
- Assists in developing activities and curriculum for maker-based library events for children.
- Monitors the maintenance of equipment, supplies and facilities.
- Assists in site operations such as facilities/program setup and cleanup.
- Provides clerical support; may assist with telephone calls and program registration; may respond to public inquiries about programs.
- Assists with public relations duties such as preparing and distributing flyers, press releases, and brochures and may assist with community outreach activities to promote maker programming.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

- Must be age 16 years or older.
- Must be enrolled in a high school program.
- Must be able to follow written and oral instructions in English.

DESIRED QUALIFICATIONS

- Experience in developing and/or administering events for young people.
- Experience with maker technology such as robots (Dot and Dash, Ozobot), littleBits, stop motion iPad apps, sewing machines, vinyl cutters, 3D pens, and/or t-shirt heat presses.
- Experience with word processing, spreadsheets, and other related office computer software
- Confidence in experimenting with new solutions or ideas
- Excellent problem solving skills
- Ability to establish and maintain effective working relationships with co-workers and the public, especially children and their families.
- Capable of working calmly under stressful situations and/or with interruptions.
- Effective communication skills (verbal and written) and ability to follow written and oral instructions
- Able to work evenings and weekends when necessary; the schedule for this job will mostly be during afterschool hours, but occasional events or tasks may require evening or weekend work.

SPECIAL REQUIREMENTS

- None.

PHYSICAL DEMANDS

The physical demands described here are representative of those that 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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 35 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT

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 requirements of the job change.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the **Library Events Assistant** job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____

Date: _____

Print Name: _____

Manager Signature: _____

Date: _____