

## JOB DESCRIPTION

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| Title:<br><b>Library Assistant – Children’s Services</b> |                       | Reports to:<br>Head of Children’s and Teen Services |
| No. of Direct Reports<br>0                               | Direct Report Titles: | Revision Date:<br>February 2016                     |

### POSITION SUMMARY:

The Library Assistant carries out a number of responsibilities aimed at ensuring library users have a positive experience in GPPL’s children’s department. The position involves collaborating with the Head of Children’s and Teen Services, the Children’s Program Coordinator, and the Children’s Processing Coordinator to plan and execute services for children.

### SPECIFIC ACCOUNTABILITIES:

1. Assists in collection activities.
  - Under the direction of the Children’s Processing Coordinator, processes new items, deletes old items, and mends damaged items.
  - Assists with special projects: bibliographic searching, booklists, inventory, displays, shifting, etc.
2. Provides customer service at the Children’s Information Desk.
  - Has basic knowledge of the library’s services, programs, online resources, catalogue, and website.
  - Assists children in using public access computers.
  - Provides reference and reader’s advisory services, using knowledge of children’s literature and resources.
  - Refers questions to the department head or other departments as required.
3. Plans and executes programs and tours.
  - Has broad knowledge of children’s books, songs, rhymes, and activities.
  - Works with the Children’s Program Coordinator to develop and deliver programs for 0-12 year old children and families.
4. May perform miscellaneous responsibilities, such as:
  - Designs posters, brochures, bookmarks, and other promotional materials for the children’s department.
  - Creates content for the website (blog entries, booklists, etc.) as required.
  - Manages the toy lending library.
  - Maintains particular collections in collaboration with the department head.

**KNOWLEDGE/EXPERIENCE:**

- High school diploma is required. Some post-secondary education is an asset.
- One to two years of related library experience is preferred.
- Capability in word processing and internet searching.
- Excellent interpersonal and customer service skills.