

Town of Oxford

Dept: Library - Children's Services Assistant,
Part - Time

Date: 06/27/18

Duties

Under the direction and supervision of the Children's Librarian, this position is responsible for planning and conducting children's story times, preparing and presenting programs to school-age and special interest groups. Schedule and initiate advertising of children's programs. Set up displays related to children's programming. Answer questions regarding children's materials and programs. Back up to Circulation Desk as needed. Complete assigned duties which support the administration and public services of the library.

Basic Knowledge

Two-year or four-year college degree with emphasis on Child Development, Child Psychology and Children's Literature and/or experience in early learning or preschool setting.

Experience:

One to five years experience in a library or similar setting.

Physical Requirements:

Constant light to moderate physical effort required in performing duties. Constantly required to carry and handle books of all sizes; in small piles and singly, place books on shelves of varying heights (frequently bending, kneeling, squatting or reaching to do so).

Job Environment

Work is performed in typical library environment, which can be very hectic at times. Errors could result in delay of patron satisfaction and confusion of library materials record keeping.

Independent Action

Works under general supervision of Library Director with specific responsibility to the Children's Librarian.

Supervisory Responsibility

None