

**Goffstown Public Library
Job Description**

LIBRARY AIDE (Summer Position)

Grade/Classification: Non-exempt, hourly, seasonal position without benefits.

Job Description – general: Assists with the implementation of children's classes and programs, particularly the annual Summer Experience. Assists in multiple areas of the library where needed to provide coverage for vacation and/or programming hours.

Accountability: Reports to the Head of Youth Services or other senior staff.

Supervisory Responsibility: none

Equipment used: Computers and peripherals, barcode reader, photocopier, telephone, AccuCut machine, and small hand tools.

Environment: Most tasks and duties are performed within the Library building. Programs and events may also take place outside the Library building and in parks and other public areas.

Normal hours of duty: As scheduled based on library need for summer season.

Duties and Responsibilities

The following activities are essential to this position:

- Youth Services: assists with the implementation of children's classes and programs, particularly the annual Summer Experience.
- Circulation Desk: all tasks performed at this service area, including answering telephone, use of the automated system, directing visitors with their information needs.
- Technical Services: including clerical tasks such as covering and stamping books, mending materials, bar coding and inputting cataloging information, shelving and shelf reading, repackaging of audio, video, DVD.
- Accurately replace books and other materials in all areas of the library.
- Shelf read regularly and (to) keep materials neat and orderly.
- Other duties and activities as assigned and required.

TRAINING, SKILLS, EXPERIENCE

High School diploma or GED required; may be waived by Library Director. Ability to work well with staff and library users is a necessity. Ability to listen, understand and interpret patron requests and questions is critical. Good communications skills and computer literacy required. Must be self-motivated

and able to work with moderate supervision. Enthusiasm for reading and information literacy is a definite plus.

OTHER CONSIDERATIONS AND REQUIREMENTS

Some lifting and regular standing are required, along with the ability to climb on stools and ladders to retrieve materials on high shelves. Appropriate dress and a courteous manner are expected.

Attached: physical activities requirements

Approved by Library Board of Trustees, April 21, 2021.