

**Job Title:** Department Assistant

**Purpose of the position:** assist the Teen & Adult Services Department with various projects and tasks related to daily and long-term needs

**Location:** Teen & Adult Services Department

**Key Responsibilities:**

- Pull books from the shelves to fulfill the hold requests customers have placed
- Assist in the inventory of various collections
- Assist with the processing of materials
- Assist with the decorations for major theme/holiday events
- Assist in craft preparation for the Holiday Stroll weekend
- Assist with Summer and/or Winter Reading initiatives
- Straighten shelves and add to displays as needed
- Various other daily tasks and needs

**Reports to:** Teen & Adult Services Department Head

**Length of Appointment:** 3 months (renewable)

**Time Commitment:** 2 hours per week

**Qualifications Required:**

- Friendly and sociable personality
- Accept repetitive nature of some assigned tasks
- Ability to work independently as well as with others
- Attention to detail
- Availability
- Willingness to try new ideas
- Ability to work well with staff and Library customers simultaneously
- Ability to reach, bend, stoop, and lift from standing, sitting, and kneeling positions

**Support Provided:** Training by Teen & Adult Services staff

**Age Requirement:** 18 years or older

**Benefits:** Work with friendly and supportive staff; meet new people; contribute to the community; check out new books, movies, & magazines