

**TOWN OF MONTAGUE  
JOB DESCRIPTION**

<b>POSITION TITLE:</b>	Children's Program Assistant	<b>DATE:</b>	November 2022
<b>DEPARTMENT:</b>	Library	<b>GRADE:</b>	
<b>REPORTS TO:</b>	Children's Librarian	<b>FLSA:</b>	Non-Exempt

**Statement of Duties**

Position is responsible for preparing and presenting children's programs and services for the Library. Work includes developing children's programs, coordinating programming with schools and other organizations, other general library duties as needed; providing information and assistance to patrons and the community; and responding to inquiries, requests and complaints.

**Supervision/Guidance Received**

Employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. Employee solves most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee prioritizes and performs work independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

**Job Environment**

The work involves the interpretation of numerous standardized practices, procedures, or general instructions that govern the work. Judgement is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Errors could result in a delay or loss of service.

The position has constant contact with the public in person, in writing and on the telephone. The purpose for contact is to respond to inquiries, requests, or complaints, render services, and/or give or receive information. The position has daily contact with co-workers, other town departments, other libraries and organizations. The purpose for contact is to respond to inquiries or requests for service, and provide information and assistance. Contacts are made in person, on the telephone, or in writing.

**Position Functions**

**TOWN OF  
JOB DESCRIPTION**

**MONTAGUE**

*The essential functions or duties listed below are intended only as illustration 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, or extension of, the position.*

**Essential Functions**

1. Develops and presents children's programs, researching, organizing, and presenting programming in a nurturing and enjoyable manner.
2. Prepares flyers and monthly newsletter.
3. Performs reference functions by assisting children, parents, and other patrons in finding information and the appropriate library materials.
4. Coordinates outreach and off-site programming with local elementary schools and other service organizations.
5. Regularly maintains library displays and children's area exhibits with information of timely and topical interest.
6. Checks materials in and out at circulation desk, answers phone, handles procedures for overdue materials, registers new patrons, maintains circulation statistics and funds collected as needed.
7. Assists patrons with initial reference and information referral and help patrons locate specific information.

**Recommended Minimal Qualifications**

**Education and Experience**

A candidate for this position should have an Associates Degree and one (1) year prior experience working with children, preferably in children's library services or an equivalent combination of education and experience.

**Knowledge, Skills and Abilities**

A candidate for this position should have knowledge of the following:

- Library principles and procedures
- Children's literature and reference sources
- Computer programs and web applications including: MS Office, Canva or similar design program, Zoom, Facebook, Instagram, and Tiktok

Skill in:

- Computer programs and applications

**TOWN OF  
JOB DESCRIPTION**

**MONTAGUE**

- Public speaking and reading aloud to groups
- Organization and communication
- Customer Service

And ability to:

- Manage very large groups of children and accompanying adults, some of whom have special needs and/or behavioral issues
- Balance individual and group needs and concerns
- Perform multiple tasks simultaneously, despite frequent interruptions
- Pay attention to details
- Work effectively with children, parents, and others
- Run successful children's programs
- Maintain confidentiality

**Tools and Equipment Used**

The employee operates standard office equipment, personal computer, smart phone, and copier.

**Physical Requirements**

*The physical demands listed here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations are considered to ensure individuals with disabilities can perform essential functions.*

Minimal physical effort is required to perform duties. Employee is regularly required to hear, speak, bend and stoop, and routinely required to sit, stand, walk, carry over 10 lbs, kneel and crouch.

Vision requirements include the ability to read computer and books for general understanding.

**Work Environment**

*The work environment characteristics described here are representative of those that the employee encounters while performing the essential functions of this job. Reasonable accommodations are considered to ensure individuals with disabilities can perform essential functions.*

Employee works in a library environment with some exposure to dust and musty conditions.

*This 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.*

Approved:

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\_\_\_\_\_  
Steve Ellis  
Town Administrator

Date \_\_\_\_\_

\_\_\_\_\_  
Board Chair, if necessary

Date \_\_\_\_\_