



## **Programming Assistant**

Supervisor: Enrichment Services Manager  
Position: FLSA Non-Exempt  
Pay Band: C

### **Position Summary**

The Programming Assistant supports the Enrichment Services Manager by designing, coordinating, and providing program services for both adult and youth patrons in the library, at remote locations, and virtually.

### **Essential Duties & Responsibilities**

- Coordinate, educate and conduct classes, presentations, and exhibits for library users on and off-site.
- Recruit, train, and manage volunteers working in or on behalf of the library, under the guidance of the Enrichment Services Manager.
- Provide readers' advisory, answer reference questions, promote library events, and engage with patrons in the library.
- Coordinate library programs with area educators and other community contacts.
- Serve on Bookworm development team.
- Research and recommend quality speakers, artists, and programs for library users on and off-site.
- Prepare support materials and statistics for the enrichment programs.
- Work occasional weekend and evening hours to conduct library programs.
- Maintain job knowledge by staying current with library policies and procedures, work related e-mails, and training documents and by attending library related training as assigned.
- Maintain library spaces to ensure an orderly and attractive experience for patrons.
- Work in public service areas as assigned: including answering reference and information questions; checking materials in and out; answering the telephone; issuing borrower's cards; processing materials, shipments, and reports; shelving, shelf reading, etc.
- Perform related duties as required.

### **Qualifications**

- High school diploma or G.E.D.
- Two years library, customer service, or event planning experience.
- Ability to communicate effectively.
- Demonstrated ability to plan work and train others.
- Must successfully pass a criminal background check.

### **Supervisory/Management Responsibilities**

Responsible for library location in the absence of a manager.

Directs clerical and page staff to ensure all essential tasks are completed.

### **Interaction**

Frequent interaction with library employees, patrons, and agencies.

## **Computer/Technology Skills/Equipment/Software Skills**

Common technology used in this position includes but is not limited to Outlook, Data Entry, Electronic Resources, SirsiDynix ILS, Microsoft Programs, Intranet (StaffNet), Internet ([www.CRCPL.org](http://www.CRCPL.org)) Laptop, and other library-related software applications.

## **Travel Requirements**

Travel by automobile is required for position management responsibilities and training.

Frequency of travel: Occasional

## **Physical Demands**

Ability to regularly lift/push/pull up to 50 pounds.

Nature of work requires an ability to effectively communicate and exchange information, collect, compile and prepare work documents operating standard business office equipment.

Manual dexterity and physical ability to perform essential duties requiring continual standing, reaching, bending, and walking.

## **Work Environment**

Majority of the work performed in a general office/library setting.

Requires availability for extended or nontraditional hours as needed to perform job duties.

Requires periodic participation and attendance at related library events and training.

## **Schedule**

<b>Public Service</b>	<b>On Site</b>	<b>Community Outreach</b>	<b>Telecommute Potential</b>
15%	60%	15%	10%

## **Disclaimer**

The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.