

## **Assistant to the Children's Librarian**

### Job Description:

The assistant will assist the Children's Librarian with the facilitation of the Summer Reading Club.

### This includes:

- a.) Every day reports to the Children's Librarian to help gather materials needed to present activities.
- b.) Keep track of time sheet and turns in the time sheet to the Children's Librarian on time.
- c.) Become familiar with the execution of the Summer Reading Club by reading the Summer Reading Manual. Be ready to help with story time crafts, willing to take over from Children's Librarian or Speaker if necessary.
- d.) Help with the promotion of the Summer Reading Club: Making posters, flyers, copying and other Promotional materials for the Summer Reading Program.
- e.) When traveling to the five branches helps load and unload the library van.  
Physical dexterity and the physical ability to lift up to 40 pounds.
- f.) Assists with the story teller and speakers, setting up and taking down of materials.