

Part-time Assistant to Children's Librarian

The part-time assistant is to work Tuesday, Wednesday & Thursday 8:00am-5:00pm, 24 hours per week starting May 30, 2022 until August 4, 2022. Job application and job description are available at the circulation desk at the Jackson branch. Applicants must be 18+ to apply and job pays minimum wage \$11.15. Send completed application, resume, and 3 references to:

Library Director
PO Box 389
Jackson, MO 63755

Riverside Regional Library is an equal employment opportunity employer.

*This position is funded through a grant supported by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by the Missouri State Library, a division of the Office of the Secretary of State.

Part-time Assistant to Children's Librarian Job Description

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

This includes:

1. Every day reports to the Children's Librarian to help gather materials needed to present activities
2. Keep track of time sheet and turns in the time sheet to the Children's Librarian on time
3. Become familiar with the execution of the Summer Reading Programs by reading the Summer Reading manual. Be ready to help with story time crafts, willing to take over from Children's Librarian or Program Speaker if necessary
4. Help with the promotion of the Summer Reading Program: Making posters, flyers, copying and other promotional materials for the Summer Reading Program
5. When traveling to the 5 branches, assistant helps load and unload the library van
6. Be able to exert physical dexterity and the physical ability to lift up to 40 pounds
7. Assists with the story teller and speakers, by setting up and taking down of materials