

Independence Public Library

Part-time Position: Coordinators Assistant (30 hours)

The library provides equal access to a center of learning and literacy that reaches out to enrich the lives of a diverse community.

A flexible, team-oriented leader, with a strong community service heart, who is responsible for assisting people with the use of library resources, and finding material or information. Takes a leadership role in developing relationships with diverse staff and members of the community; may require occasional weekend and evening hours. Must love children, seniors and cats.

Specific Expectations

- Under the direction of the Library Director, provide assistance to the Senior Services and Development Coordinators with duties related to classes, events, grants, outreach and social media

General Expectations

- Provide assistance to people by being empathetic, thoughtful, friendly and always strive to exceed customer expectations.
- Participate in planning, organizing, advertising, and conducting diverse classes and events that educate, inform and inspire
- Help people with computers, tablets, and other electronic devices
- Check-in and check-out materials
- Provide reading advice
- Deliver materials to homebound patrons
- Creatively display and promote library resources and services
- Coordinate the contribution of volunteers
- Compile statistics concerning library usage and event participation
- Maintain an engaging, clean, and orderly environment
- Perform other duties as required

Specific Skills

- Strong written communication and editing skills
- Interest in researching information
- Some artistic, creative, or graphic design skills
- Some skill in social media creation

General Skills

- Excellent communication skills
- Excellent behavioral management skills
- Good knowledge of clerical practices
- Good current technology and social media skills
- Good ability to understand and follow written and oral instructions
- Considerable community engagement mindset
- Considerable ability to pay attention to detail
- Considerable leadership ability to establish and maintain effective working relationships with other staff and the general public
- Ability to be flexible and thrive in a changing environment
- Ability to stand for extended periods, bend, lift up to 30 lbs and climb stairs

Experience and Training

Must have an aptitude for and experience working with the public including children, teens and seniors. Must have up-to-date computer skills and excellent customer service skills.