

Boulder Junction Public Library
Children's Services Assistant Job Description

Created May 2003

Revised August 2016

Responsibilities of Position:

1. Prepares lesson plans for weekly Children's After School Reading Program (October through May).
 - Gathers required reading materials.
 - Plans a coordinating activity, such as an art project or game.
 - Informs Library Director or parents of any special materials needed.
 - Notifies newspaper of any changes in scheduling
 - Assists Library Director with promoting the program using the media, signs, posters, and displays.
2. Prepares lesson plans for Children's Summer Reading Program (June through August) according to the library system's theme and guidelines.
 - Gathers required reading, project and game materials.
 - Arranges for special guests or speakers
 - Solicits local businesses and the community for incentive prizes.
 - Assists Library Director in promoting summer reading program with school visits, displays, posters, newspaper announcements etc.
3. Prepares "end-of-year" reports and submits to the Library Director and the Library Board of Trustees.
4. Maintains files for future reference.
5. Organizes and weeds materials in the storage room.
6. Attends continuing education programs offered by NWLS when possible.
7. Performs other duties as requested by the library director.

Qualifications:

- High school diploma or equivalent
- Experience working with children
- Basic understanding of library services