

Job Title:	Seasonal Assistant	Job Classification:	Seasonal
Department/Group:	Adult Services - Teen	Job #:	524
Location:	Downtown	Position Type:	16.5 hours per week
Level/Salary Range:	\$11.00/hour	Date Posted:	September 2017
HR Contact:	Leslie Ellsworth	Application Deadline:	Until filled
Benefits:	NA		
Schedule:	Position starts September 11, 2017 & Ends December 31, 2017 (Possible extension into second semester January 2 – May 18, 2018) Monday 3:30 - 6:30 pm Tuesday 3:30 - 6:30 pm Wednesday 3:30 - 6:30 pm Thursday 3:30 - 6:30 pm Friday 3:30 - 6:00 pm When Olathe School District off on weekdays: 11:00 am – 3:30 pm instead of 3:30 – 6:30 pm No weekend hours		
Application Accepted By:			
FAX OR E-MAIL: (913) 971-6839 or lellsworth@Olatheks.org		MAIL: Leslie Ellsworth Olathe Public Library 201 E. Park St. Olathe, KS 66061	
Subject Line: Attention: HR Department/Assistant II			
Job Description			
SUMMARY Olathe Public Library seeks an enthusiastic individual to assist with library program activities that serve youth 1-18.			
ROLE AND RESPONSIBILITIES			
Essential Duties:			
<ul style="list-style-type: none"> • Work as a team member with other staff and volunteers to provide a continuum of library service to the public. • Maintain effective courteous working relationships with all library customers. • Participates in library staff meetings and training directly related to their area of responsibility. • Knows and enforces library policies in area of responsibility. • Provides clerical assistance as needed within assigned department. • Duties as assigned. 			
Specific Duties:			
<ul style="list-style-type: none"> • Assist with the afterschool meal program that is held Monday through Friday or lunches when school is out of session. • Assists in executing programs for children and teens. • Participates in staff meetings and training directly related to area of responsibility. 			

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Position requires some flexibility in hours during the week to assist with programming.

Physical Requirements:

Work involves bending, reaching, lifting up to 40 lbs., pushing and maneuvering book carts filled with library materials, walking and other limited physical activities. Regular contact is made with employees, volunteers and the general public.

Education and Experience:

Must be 18 years or older and have high school diploma/GED with a minimum of 1 year experience working with school age youth.

SUPPLEMENTAL INFORMATION

Required to pass a background check.

PREFERRED SKILLS

Customer service oriented. Should be a quick learner with good organizational skills. Able to work in a team environment and to handle multiple tasks in a fast paced public service setting. Strong interpersonal communication skills as well as effective oral and written skills. Must have excellent communication skills with both adults and teens. Strong desire to provide friendly, quality services to the public. Aptitude for detail work. Must enjoy working with children and teens.

SUPERVISION

Teen Services Supervisor

Last Updated By:	Leslie Ellsworth	Date/Time:	9/8/2017
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