



Job Posting: Part-Time Associate, Community Engagement - Programming (1 opening)

Schedule/Salary: 20-29 hours per week starting at \$15.00 per hour. Schedule requires day, evening, and weekend hours. Must be able to work a flexible and changing schedule.

Summary of Duties:

- Provide excellent customer service; represent the library in a courteous, friendly and effective manner - whether in person, on the phone, or via email.
- Plan, prepare, and facilitate events, programs, and activities for all patron groups; includes set-up, clean-up, evaluation, and post-program patron assistance within or outside of the Library building
- Maintain current knowledge of best practices in applicable library programming and community engagement; monitor trends related to adult, teen, and youth literature; research and test new innovations for integration into programming
- Assist patrons with selecting, finding and retrieving library materials. Assist patrons in the use of library equipment and services including the library catalog and online resources, and other library equipment where applicable. Troubleshoot as needed.
- Perform collection maintenance tasks including sorting, shelving, shelf reading, and shifting.
- Contribute to a welcoming environment for staff and patrons by keeping a neat workspace, creating/straightening/ filling displays, and cleaning of library materials and areas.
- May occasionally provide off-site library services utilizing library vehicles and resources.
- Other duties may include other clerical/related duties as assigned.

Qualifications:

- High School diploma or equivalent; college degree desired.
- Prior customer service experience.
- Excellent customer service, computer, communication and interpersonal skills. Must be able to hear, read, write, speak, and understand English effectively.
- General knowledge of library and library materials.
- Must be able to operate library equipment such as copiers, computers, printers, fax machines, cash register, and scanners. Ability to use a computer for extended periods.
- Must have sufficient dexterity and visual acuity to meet job requirement. Ability to stand for extended periods of time. Ability to retrieve library materials which may include stretching, crouching, stooping, using a short stool and lifting up to 50 pounds.
- Ability to work a flexible and changing schedule. Regular and predictable physical attendance is required.
- Reliable transportation.

To Apply:

- Email resume and cover letter to Director Charlene Tolbert at ctolbert@ashland.lib.oh.us with the subject line Community Engagement Associate - Programming.
- We will give priority to applications received before July 8, 2024.

Ashland Public Library is an Equal Opportunity Employer