

Jamestown Philomenian Library Programming and Marketing Library Associate

Full-Time (35 hours per week) vacancy for an energetic, team-oriented Programming and Marketing Library Associate with a strong public service commitment.

The Jamestown Philomenian Library (JPL) is looking for a team member to work closely with both the Youth Services Librarian and the Director in order to ensure all departments are running smoothly. This paraprofessional position will be responsible for working with the public and other library staff members to provide a wide range of services to youth, adults, and seniors.

This is a permanent 35 hour per week position with benefits. The regular schedule includes days, two nights per week, and alternating Saturdays per month, though the candidate must have flexibility with this schedule. Salary is \$17/hour.

The staff of the library has adapted to the changing needs of patrons during the pandemic and is searching for a candidate who is able to adjust easily as well. A major renovation is slated to begin within the next year.

This position reports directly to the Director.

Statement of Duties

- Ensure the general operation and well-being of the Youth Services Department in the absence of the Youth Services Librarian
- Provide reference and reader's advisory services to patrons in the Adult and Youth Services departments
- Prepare registration for programming
- Help the Youth Services Librarian plan, implement, and promote weekly story times, book clubs, Lego Club, Summer Reading, and other programs (both virtual and in-person)
- Work with the Youth Services Librarian and Reference Librarian to promote library services in the community by doing outreach programming
- Develop informational materials, as well as aid in maintaining the website
- Provide assistance to patrons of all ages on the library's computers and printer/copier station, find physical materials, and respond to in-person reference questions
- Create marketing materials for events
- Assist patrons in accessing digital resources including ebooks, audiobooks, and databases on patrons' personal devices
- And other duties as assigned

Routine Tasks

- Work at Circulation desk, ie. checking in, checking out, collecting fines
- Perform patron tutorials on digital devices, office equipment, and research methods
- Open and close library with a librarian

Abilities

- Communicate effectively with others, orally and in writing, including through email
- Help to identify and translate youth, adult, and senior needs and interests into effective library services and programs
- Establish and maintain effective working relationships with co-workers, patrons, user groups, community organizations, volunteer groups, and to serve the public courteously
- Recognize and set priorities, and use initiative and independent judgement in a variety of situations
- Learn and stay current with emerging technology, including digital media
- Skill with computers, telephones, copy machine/scanner

Physical Requirements

- Lift up to 50 lbs.
- Sit and stand for periods of time
- Possess physical mobility involving bending, pulling, pushing, kneeling, lifting, reading, and hearing

Professional Requirements

- One or more years of experience in a library setting preferred
- Experience working with age group 0-18 is desired

Candidates asking to be considered for this position should submit a cover letter, current resume, and three professional references to:

Lisa Sheley, Library Director
Jamestown Philomenian Library
26 North Road
Jamestown, RI 02835
401-423-7280
jamlibdirector@gmail.com

Applications are due by Monday, February 28, 2022. The position will remain open until filled.

The Jamestown Philomenian Library is an equal opportunity employer, considering applications without regard to race, color, religion, gender, national origin, marital or veteran status.