



Position Title: Library Assistant (Bookmobile/Special Events)

Reports to: Bookmobile/Outreach Manager

Location: Salida, CO : Salida Regional Library

Salary: DOE, minimum \$19/hr

Hours: 12-20/week (depends on season and tasks)

Benefits: PTO accrual, Wellness stipend, Holiday pay

Start Date: August 2024 (exact date TBD)

Application Deadline: June 20, 2024, by noon

To apply, send cover letter and resume to:
smatthews@salidalibrary.org AND tstewart@salidalibrary.org

Job Summary:

The individual in this position must, through the Bookmobile, provide the highest level of customer service assisting library customers with circulation services, account help, finding library resources, answering general questions, and providing basic technology assistance. Strong customer service skills, attention to detail, genuine interest in helping people from a diverse community of all ages and a friendly outgoing demeanor are essential for success in this position.

PRIMARY DUTIES & RESPONSIBILITIES

- On a regular basis, rides or drives the 27' Bookmobile to scheduled stops
- Cooperatively maintains and organizes the Bookmobile materials and collection; helps to load and unload the Bookmobile on scheduled days
- Assists in maintaining Bookmobile requests, programs, events, and requests of the library in a variety of community events
- Responsible for social media updates to promote the bookmobile
- Assists the manager at all stops
- Serves as a liaison connecting the community to the bookmobile
- Performs additional duties as assigned

EXAMPLES OF WORK PERFORMED

- Create displays and crafts to increase engagement and promote services
- Maintaining reading lists for readers' advisory
- Track and report relevant statistics
- Take responsibility for the appearance and cleanliness of the vehicle and the condition of collection

BOOKMOBILE SERVICES OFFERED TO THE PUBLIC

- Books and magazines for adults, books for kids
- Events at parks for all ages
- Libby tutorials for ebooks and audiobooks
- Library card sign-up services
- Printing services
- Community events, programs, and activities for all ages

*Work locations will vary by Bookmobile stops. Position will begin and end each day at Salida Regional Library (405 E St., Salida, CO)

Additional Information

Primary hours will include morning to late afternoon Tuesdays - Fridays. Hours are subject to change depending upon department needs and event schedule.

MINIMUM QUALIFICATIONS & WORKING CONDITIONS

Education:

- High school graduate or GED

Experience:

- 1 year of customer service or library experience
- Experience within a library system is a plus

Preferred Experience:

- 1-2 years of experience in community engagement working with diverse populations
- Experience and comfort driving a large vehicle- no CDL required
- Experience in event support, and/or community relations and/or development programs.
- Experience in a position requiring interpersonal skills to foster and maintain effective relationships with colleagues, sponsors, volunteers, community leaders and City Officials

Knowledge:

- Customer service techniques
- Routine software/computer systems, including Wifi and wireless printing

Abilities:

- Establish and maintain effective working relationships with employees and citizens
- Deal with stressful situations with tact and diplomacy
- Communicate with diverse customers/staff of all ages in a professional, age and culturally appropriate manner
- Energetic, innovative problem-solver with an eye for details and logistics
- Deadline-driven multi-tasker with the ability to ensure projects are accurate and timely

- Communicate effectively both orally and in writing with supervisor and patrons
- Follow oral and written instructions
- Flexibility to work various shifts, including mornings, afternoons, and weekends
- High sense of initiative and creativity
- Ability to speak Spanish is a plus*

Licenses and Certifications:

- Driver's License with an excellent driving record.
- Must be 21 years of age per insurance guidelines

WORKING CONDITIONS

Physical Demands:

- Primarily moderate to very active physical work, requiring ability to lift a maximum of 40 pounds without assistance.
- Frequent lifting, carrying, walking, standing, loading and unloading materials.
- Frequent pulling, pushing, bending, and stooping.
- Frequent hand/eye coordination for operation of office equipment, computer systems, carts, and moveable shelving.
- Vision for reading and interpreting reports and data analysis and preparation.
- Vision and hand/eye coordination to operate large vehicles such as the Bookmobile
- Frequent speech communication, hearing and listening to maintain communication with employees and citizens.

Work Environment:

- Works primarily on the Bookmobile traveling to various stops.
- Work may be outdoors and occasionally in extreme weather conditions.
- Shift work to include but not limited to mornings and afternoons, working occasional weekend events. *(Schedule could vary week to week.)*

The deadline to submit applications is June 20, 2024. Please note, Salida Regional Library will conduct ongoing screenings of applications on a first come, first-serve basis; as soon as we determine to have a qualified pool of applicants, this position may close quickly and without notice. The position will not begin until the Bookmobile arrives. We anticipate that to occur in late July or early August. The position as described will be on a 3-month trial period as we determine our patrons, our stops, and our material needs.