

 **Appleton Public Library**

**Children’s Summer Library Program Assistant Position Description**

**Nature of Work:**

Assisting staff in administering the Summer Library Program, from June 7 through August 16.

**Supervisor:**

Colleen Holz cholz@apl.org

**Essential Job Functions:**

* Greet children and their caregivers as they approach the service desk.
* Hand out Summer Library Program Logs and describe Summer Program.
* Distribute Summer Library Program prizes to children
* Refer reference questions to library staff members.
* Record all patron interactions on a tally sheet.
* Discuss any questions and concerns about the Summer Library Program or volunteer duties with the volunteer supervisor or with library staff members.
* Be on time for each of your shifts.
* Notify volunteer coordinator in advance if you are unable to make your scheduled shift. If your schedule changes the day of your shift, call Children’s Services at 920-832-6187.

**Requirements of Work:**

* Complete a City of Appleton library application
* Attend a Summer Library Program Assistant training
* Commitment for a minimum of 6 shifts during Summer Library Program
* Friendly demeanor, able to express enthusiasm and encouragement to children about reading
* Show respect for library patrons of all ages, backgrounds, cultures and abilities.