



WESTCHESTER PUBLIC LIBRARY

Job Description: Children's Department Program Clerk

Westchester Public Library seeks a versatile, service-oriented person to become our new Children's Department Program Clerk. We are looking for someone who is energetic, organized, and excited about working with patrons of all ages, especially youth. The job includes working at our service desk, and conducting programs for young children and families. This is a Part-Time (20 hrs/week) position, \$16/hr.

Qualifications

- Ability and desire to work well with the public and as a cooperative member of a team.
- Responsible and professional, with a service-driven attitude.
- Prompt, honest, and dependable; able to work mornings, afternoons, evenings, and weekends as needed.
- Ability and desire to create and present engaging programs (to any age group), and to interact with all in a friendly and approachable manner.
- Must be comfortable with public speaking (to all age groups).
- Must possess strong computer skills including internet, smart devices, and standard office applications, along with Zoom and similar software necessary to conduct virtual live programs online.
- Artistic, craft, and/or musical ability preferred.
- Ability to perform well under stress and adapt to change.
- Willingness to spend extended periods of time on a single task, including but not limited to making and receiving phone calls; checking in, shelving, pulling, staging, or delivering materials.
- Willingness to rotate tasks to accommodate the needs of the Library.
- Ability and willingness to learn and accurately perform complex procedures, including utilizing the Library automated system; ability and willingness to accurately shelve materials using the Dewey Decimal system.
- High school diploma or equivalent required. College degree, public library programming experience and/or background in primary education or childcare preferred.
- Must achieve Indiana State Library Certification LC6 within 6 months and complete ongoing education (LEUs) to keep the certification in good standing.

Responsibilities

- Provide prompt, friendly, courteous and responsible service to all Library patrons, whether in-person, by telephone, or other communication methods.
- Independently plan and implement (with Manager approval) ongoing programs; these programs may include special events which reflect the interests and needs of the community.

- Assist with planning and implementing summer and winter reading programs and similar initiatives.
- Present in-person and online programs at the Thomas and Hageman branches, as well as conduct outreach at community events.
- A minimum of 50% of scheduled hours will be spent planning and implementing Library programs. The remainder of scheduled hours will be spent performing general Clerk tasks scheduled at public service desks.
- During downtime between assisting patrons and other assigned tasks, the Clerk/Programmer may make arrangements with the department Manager to work on Programming tasks; programming preparations done while scheduled at public service desks must not impede customer service, assigned tasks, or place burden on other Library employees.
- Assist patrons with the use of Online Public Access Catalog (OPAC); help them locate materials on the shelves; answer the telephone and assist patrons; direct calls to correct departments.
- Check materials in and out and assign fines as appropriate; inform patrons of fines; process payment for fines and lost/damaged items.
- Issue new cards and update patron registrations; put returned materials in correct order on carts to be reshelfed.
- Phone patrons to advise them of overdue items and holds available; empty drop box and check in materials.
- Perform other tasks and duties as assigned.

Working Conditions

- Normal library/office indoor working conditions; mild exposure to office/maintenance chemicals (cleaning solutions, glue, paint, and similar).
- Noise level is typically low to moderate.

The following physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this position; reasonable accommodations may be made to enable individuals to perform these essential functions:

- Both move about and sit for long periods of time.
- Manipulate books and other materials, paper, computers, and other technology.
- Speak, listen, and communicate clearly with others.
- See and read; appropriately distinguish words, letters, and numbers.
- Regularly reach for and collect items.
- Infrequently climb, balance, stoop, kneel, or crouch.

- Occasionally travel with materials to and from various locations, with related exposure to outside elements.
- Office environment; exposure to circulating materials returned in various conditions; occasional exposure to outside weather conditions.
- Vision abilities include close; distance; peripheral; and depth perception.
- Regularly move or lift up to 30lbs; regularly push/pull carts weighing up to 75lbs.
- Frequently sit, stand, kneel, squat, bend, twist, grasp; and reach above shoulders to move materials.

To apply, email PDF attachments of your cover letter and a completed WPL Employment application to Assistant Director Jessica Bartz at jbartz@wpl.lib.in.us.

Position open until filled.