

**WESTERLY LIBRARY AND WILCOX PARK**  
**Children's Associate**

Department and Level of Authority

- Children's Department
- Associate, PT
- Reports to the Head of Youth Services.
- In the absence of the Head of Youth Services, reports to the Children's Librarian. In the absence of the Children's Librarian, reports to the Executive Director.

Position Summary

This employee provides general reference and reader's advisory services in the Children's Room to users, both in person and on the telephone. Additional duties include assistance in online and in person program activities and assistance with materials selection.

Key Responsibilities

The essential functions or duties listed below serve only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Assists users in locating and using library materials, including on-line sources.
- Provides answers to specific questions posed by library users of the children's collection.
- Assists users in placing requests for materials, including interlibrary loans.
- Maintains library materials, supplies and work area in good order.
- Recommends titles or subject areas for selection both in the circulating and reference collections.
- Provides group and individual introduction and instruction in the use of the library.
- Plans, publicizes and presents appropriate programs for children and their parents and caregivers.
- Prepares and arranges displays and booklists.
- Explains rules and procedures to users as needed.
- Performs duties and tasks in accordance with the established service standards.
- Performs other duties as necessary or required.

Essential Skills

- Some skill in typing and the ability to do data entry using a computer terminal.
- Good ability to understand and follow written and oral instructions.
- Good ability to pay attention to detail.
- Good ability to establish and maintain effective working relationships with superiors, associates and the general public.

Minimum Qualifications

- High School Diploma or equivalent
- Knowledge of clerical practices

Preferred Qualifications

- Public service experience
- knowledge of library clerical procedures and practices

Working requirements

- Performs tasks with some degree of independence.
- Observes, follows, and enforces all Association policies and procedures.

- Has access to confidential and financial information.
- Ability to sit and use computer workstation
- Time standing, walking, stooping or reaching with hands or arms.
- Must have the ability to stand, walk, kneel, crouch, squat, stoop, reach, and lift.
- Frequently required to lift up to 25 lbs, or push/pull 40 lbs.
- Position is required to work some nights and/or weekends.