

CORE Susquehanna AmeriCorps Member Position Description

Date Submitted: March 29, 2017

Service Term: August 22, 2017 – August 3, 2018

Compensation: \$12,900 Plus Education Award of \$5,775 upon completion of 1700 hours. AmeriCorps Health Insurance Policy.

Position Title: Library Assistant Position 2

Host Site Location:

Name: Snyder County Libraries

Address: 1 North High St. Selinsgrove, PA 17870

Telephone Number: 570-374-7163

FAX Number: 570-374-2120

Email: scldir@ptd.net

Host Site Supervisor:

Pamela Ross, Executive Director, 570-374-7163 ext 2; scldir@ptd.net

Person to Contact for Interview if different from Supervisor, phone #:

Member Position Summary

Provide services to the public, ensuring that individuals are served in a prompt courteous and efficient manner. Provide programming and services relating to computing and other educational topics that otherwise wouldn't be possible, including programming for at-risk youth and unemployed adults.

Minimum Qualifications:

- Driver's License and reliable vehicle
- Love of people
- Love of libraries
- Customer service skills
- Comfortable with computers and technology
- Ability to communicate with people of all social and economic levels
- Ability to maintain confidentiality of client records
- Ability to work independently and with others
- High school diploma or GED

Preferred Qualifications:

- Advanced level computing skills
- Comfort with social media
- Experience with e-readers and similar technologies

Essential Functions of the Position:

- Provide technical support and training to patrons who need help with computers, tablets, phones, email, e-readers etc., especially as it pertains to basic computing literacy, accessing information online, filling out job applications, participating in online training programs and reading/listening to books online.

- Assist patrons, primarily in Selinsgrove but also at the Middleburg, Beavertown and McClure branches:
 - Answer information questions on the phone and in person
 - Help patrons select relevant library materials
 - Provide computer and e-reader assistance
 - Provide patrons with other assistance as needed

- Make library materials available to the public
 - Catalog and process new library materials, catalog, conduct inventory and shelve items.

- Possibly arrange other teen, children’s and adult educational opportunities and programming, as needed.

- Provide Interlibrary Loan services to library patrons.
- Attend assigned training and professional development sessions.
- Participation in CORE AmeriCorps Group Activities.
- Members may not participate in any activities included in the Prohibited Activities as listed in the ‘Partner Site and Member Agreements’. This position description is an Addendum to the Member Agreement.

Proposed Weekly Schedule:

- 35 hours per week, including evenings and Saturdays. Workday usually begins at 9am or noon.
- The libraries are closed for a number of holidays.
- Member is expected to be available to provide service between the week Christmas and New Year’s.
- Members must have all clearances before serving Vulnerable Populations or be accompanied by someone who does until clearances are received.

The member will be serving vulnerable populations (children, youth, elderly, disabled)?:
Yes

Will the contact with vulnerable populations be Episodic or Reoccurring? Episodic

This position description is an Addendum to the Member Agreement which is also signed by the member.

I understand the expectations and requirements of this position.

Member Name _____

Signature of Member Accepting Position _____

Date _____

Signature of Site Manager _____

Date _____