SMOKY LAKE PUBLIC LIBRARY

POLICY NU.	MBER: 504		
SUBJECT:	Job Description – Summer	Temporary St	aff
Date Passed	June 19, 2006	Board Chair	Carole Carpenter
Reviewed		Board Chair	

The Temporary Summer Reading Programmer position will be offered as long as the Library qualifies for "Summer Temporary Employment Program" grant money. The period of employment will be July and August and will follow the conditions of the STEP program guidelines for hours per week and number of weeks employment.

Description

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The primary duty of this position is to prepare and deliver a Children's summer reading program, as well as other library related duties as assigned by the Library Manager.

Duties

- 1. Research library resources and implement the program i.e : fiction (stories), non-fiction (crafts) magazines (games and puzzles) and Internet resources
- 2. Ensure sufficient craft and snack supplies are on hand to conduct program
- 3. Read stories to or with children and coordinate activities (crafts, games), plan and prepare snacks
- 4. Record and report attendance statistics
- 5. Prepare newspaper articles and summary of program for the Board
- 6. Library related duties as required:
 - Shelve items that have been returned
 - Check library materials in and out
 - Assist patrons with the operation of office equipment such as patron designated computers, fax machine, photocopier, and printer
 - Other related duties as required