



Union County Library System Job Description

Position: Program Assistant

FLSA : Non-Exempt Hourly (15-20 hrs/wk)

Status: Part-Time Regular

Starting Pay: \$12.00

General Summary:

Under the direction and supervision of the Assistant Director, Program Assistant is an intermediate level public service staff position. Program Assistants are responsible for using discretion related to prioritizing and executing their daily duties, and must be at least 18 years of age with flexible availability.

Primary Responsibilities:

- Serves as a representative and liaison of the library while at work and out in the community
- Plans and provides programs and services, including programs for children, teens, and adults
- Conducts programs at all library locations and at outreach facilities
- Directs parents and children to appropriate learning resources
- Communicates with immediate supervisor frequently, including ideas, suggestions, and concerns
- Assists with maintaining and growing library services across the county
- Provides circulation and reference assistance to patrons, including:
 - Checks materials in and out and register patrons for a library card
 - Assists library users in locating appropriate materials, including using the catalog effectively
 - Assists patrons in the use of library equipment, including computers and other technology
 - Handles financial transactions
- Drives library vehicle as necessary for outreach events and programs
- Other duties as needed or assigned by supervisor or Library Director

Important Qualifications:

- Outgoing, welcoming, and enthusiastic
- Interest in pursuing a career working with children or early childhood development
- Easily comprehends written information especially instructions pertinent to duties; follows instructions and all directions with care and commitment
- Able to work effectively and enjoys interacting with people, including both the general public and other staff members of all ages and backgrounds
- Ability to use technology easily and effectively
- Strong attention to detail
- Ability to lift up to 25 pounds and sufficient flexibility to transport materials
- Maintains an excellent public service attitude and is courteous
- Creates a positive image of the library at all times
- Must possess and maintain a valid SC driver's license
- High School Diploma or GED required; Associate's Degree preferred

Job applications are available at <https://www.unionlibrary.org/employment>. Interested applicants must submit a Union County Library System Employment Application to jobs@unionlibrary.org or to the Carnegie Library at 300 E. South St. Union, SC 29379.

UCLS is an equal opportunity employer.