

PINE RIVER LIBRARY OF LEON-SAXEVILLE PROGRAM SPECIALIST/CLERK

The Pine River Library of Leon-Saxeville is currently seeking a Library Program Specialist/Clerk. The employee will provide customer service to patrons in the library environment through programming and clerk duties. The Program Specialist will plan, organize, and promote weekly library programs for both youth and adults under the supervision of the Library Director. In addition, the Program Specialist will serve patrons with reference and circulation activities and complete various duties assigned.

JOB DETAILS

- 15 hours per week
- \$15 per hour
- Available Monday-Saturday

QUALIFICATIONS:

- Experience working with children.
- Technology proficient
- Strong verbal and written communication skills
- Experience with planning and implementation of programs
- Experience in marketing and social media

LIBRARY PROGRAM SPECIALIST RESPONSIBILITIES

- Plan and implement a variety of engaging programs for different age groups, considering their interests and needs. This includes, but is not limited to, workshops, guest speakers, story hours, summer library program and other events to foster a sense of community for patrons.
- Work with other library staff, community organizations, and local schools to create partnerships that enhance programming and outreach efforts.
- Develop promotional materials and use various marketing strategies to raise awareness of upcoming programs and events.
- Build relationships with library patrons, understand their preferences, and tailor programs to meet their diverse needs.
- Prepare and submit monthly articles to the local county newspaper sharing upcoming events, special celebrations, and program highlights.
- Collaborate with the director to purchase necessary materials for programming.

LIBRARY CLERK RESPONSIBILITIES

- Provide clerical duties common to a library environment including circulation of materials, issuing library cards, renewing materials, processing hold requests, locating materials for patrons, sort and shelve materials, ensure the library is neat and orderly, and other duties as assigned.

To apply send letter of interest, resume, and references to Andra Mory, Director of Leon-Saxeville Library via email mory@pineriverlibrary.org or to address: N 4715 County Road E, PO Box 247, Pine River, WI, 54965. **Deadline for applications is September 20, 2023.**

