

Code: DBF

Date Approved: 01/13/2026

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Policy Name: Multigenerational Programming Assistant will:

This position will work closely with the Programming Services Librarian, assisting in providing services to all ages in the community. Physical presence on the job is required as essential functions and responsibilities are not suited to remote work. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- I. This position is part-time for approximately 18 hours per week. The ability to work all hours of library operations including evenings and some Saturdays may be required as well as possible overnight trips.
- II. Help plan, promote and present a theme-based program of stories, songs, poetry and activities appropriate for the children in the Branch Library and outreach as assigned by Branch.
- III. Plan and/or implement programs for children and young adults (Teens) to include, but not limited to, book club, craft and other classes, speakers and demonstrations.
- IV. Design and distribute promotional items; Plan special interest displays and routine publicity. Provide copies of planned, detailed programs to the supervisor in a timely manner.
- V. Ensure programming calendars for youth and adults are updated, created and submitted to the Library Director bi-monthly for Library Board meetings. Programming calendars are due two months prior to the start of the month.
- VI. Help plan, promote and present summer reading programs based on the theme provided by the Arkansas State Library for 8 weeks in length.
- VII. Attend the State Summer Program Workshop in March of each year and other related workshops as they become available. Attend staff meetings, workshops, and training sessions. Participate in conferences, workshops, webinars, and other opportunities to maintain current awareness of library trends and educational growth.
- VIII. Serve patrons needs with material selection, reference and research services, reader's advisory and special program, shelve and retrieve materials. Assist with collection development, weeding and inventory.
- IX. Keep statistics on attendance, et cetera, of children's and teen programs.
- X. Take program photos and create social media content as needed.

- XI. Maintain patron and staff safety. Protect library property from damage. Maintain confidentiality of library and patron information.
- XII. Work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
- XIII. Work with director and supervisor to help improve library services and keep the library valuable to the community. Participate in and represent the library in community relations activities.
- XIV. Promote the branch library and the County Library System in a positive manner.
- XV. Assist with monitoring programming costs to ensure they remain within allotted budget.
- XVI. Perform other duties as assigned.

Requirements:

- I. Experience with children and youth library programming required.
- II. Must relate to children and teens well. Must have a high degree of flexibility and ability to frequently change focus.
- III. Possess excellent verbal and written communication, computer, and math skills.
- IV. The ability to meet deadlines and willingness to reprioritize as needs evolve. Exemplary organizational skills and attention to detail required.
- V. Must be able to lift 50 pounds and have full range of motion.
- VI. Excellent public service rapport and patience when working with people of all ages and abilities. Maintain good communications and interpersonal skills with staff and patrons.
- VII. Comfortable using computers, the internet, digital resources, and online platforms. Knowledge of Canva, Microsoft Word and Excel essential.
- VIII. A high school diploma is required, college degree and library experience preferred.
- IX. Creativity and artistic ability is a plus
- X. Sense of humor is essential.