

Kirkwood Public Library  
March 2019  
FLSA Classification: Non-Exempt

**Position: Library Associate III – Coordinator of Summer Meals**

**Job Purpose:** As a seasonal library worker, this position will share responsibility with coordinating and managing the Summer Meals Program alongside the Youth Services Manager and the Assistant Director of Programs and Youth.

**Reports to:** Youth Services Manager, Assistant Director of Programs and Youth Services

**Hours:** 20 hours a week from May 12 to August 3, 2019; Includes Saturdays 9-3, every other Thursday 8:45-12:45; every other Friday 8:45-12:45, additional hours as scheduled.

<b>Responsibilities:</b>
Regular attendance as scheduled and performing tasks as assigned are essential job functions.
Collaborates with Assistant Director of Program and Youth Services to prepare summer meal programming and scheduling
Assists Youth Services Manager in additional outreach services for community partners as needed.
Collects supplies from library partners according to established schedule. Maintain regular communication with partners, and coordinate volunteer efforts.
Promote Summer Meal programming and locations with community members.
Plan, prepare, and present Summer Meals Reading programming including crafts, storytime, and additional activities.
Collect data on attendance, meals, and any additional quantitative data and submit statistics monthly to manager.
Monitors and evaluates feedback to ensure meeting of community needs.
Helps represent the library at meetings and outreach services by serving as a library liaison.
Perform Readers' Advisory Services.
Meet and communicate regularly with manager and coworkers.
Assist in implementing projects and programs as assigned.

**Qualifications:**

1. Bachelor's degree or supplemented with experience working with children and teens.
2. Reliable, personal transportation and a valid driver's license.
3. Interest in Children's literature.

4. Commitment to high level of public service. Must be willing to work cooperatively with and around people of all ages.
5. Good judgment with analytical and problem-solving skills.
6. Ability to exercise initiative and independent judgment.
7. Ability to establish and maintain effective working relationships.
8. Effective oral and written communication skills.
9. Ability to stand for long periods of time; ability to bend and stoop frequently to reach low shelves, reach high shelves, lift heavy books, and push a full book cart.
10. Ability to lift a minimum of 20 pounds.
11. Ability to work in a public service area that is busy, sometimes noisy and with frequent interruptions.