



Grandville Avenue
Arts & Humanities

Position Title:	Library Assistant	Direct Reports:	None
Location:	Cook Library Center	Classification:	Part-Time, Non-Exempt
Reports To:	Library Director	Approved Date:	6-5-19

Position Summary:

The Library Assistant is responsible for the daily operations at the front desk at the Cook Library Center. This position includes welcoming guests, signing guests up to become members, answering phones, and providing a diverse range of library services in a bilingual setting. This person helps troubleshoot with computers, build relationships with families, and help check library materials in and out.

Organizational Mission & Values:

The mission of Grandville Avenue Arts & Humanities is to enrich the lives of neighborhood youth through diverse and engaging programs at the Cook Arts Center and the Cook Library Center. GAAH's core belief is that integrity is the foundation upon which all values are built. The organizations other core values are:

- **Diversity:** We are an inclusive community that celebrates and respects the many cultures of the neighborhood.
- **Excellence:** We are a community with high expectations for our students, teachers, staff, and volunteers.
- **Celebration:** We are a joyous community that has a passion for the arts.
- **Learning:** We are a community of learners, always seeking ways for individuals to grow, create, and express themselves.
- **Accountability:** We are a committed community that uses all resources wisely.
- **Collaboration:** We are builders of partnerships both within the neighborhood and in the broader community.
- **Safe Haven:** We are a community that provides a safe and welcome haven for all who come.

Essential Responsibilities:

1. Serves as the first point of contact for our guests at the front desk and on the phone in English and Spanish.

2. Encourages and assists guests in becoming members at GAAH. Registers new members and issues library cards that permit members to borrow books.
3. Uses library software to check books and computers in and out. Works directly with Library Director and Program Manager to use data collected from software applications.
4. Answers questions from guests and members about troubleshooting computers, navigating forms or applications, printing, scanning and faxing documents.
5. Assists in managing the day-to-day logistical, safety, and organization of the front desk, ensuring the front desk is covered at all times.
6. Selects books for purchase and inputs new books into library database.
7. Assists with library programs as needed and creatively displays books.
8. Opens and closes the library as needed.

Non-Essential Responsibilities:

1. Shelves books and organizes bookshelves to provide a welcoming environment for all members.
2. Assists with the end of the day cleaning and stacking of chairs.
3. Assists members with homework as needed.
4. Other duties as assigned.

Supervision Received:

Specific Direction: Follows established work procedures. Receives periodic checks for performance. Refers unique questions/conditions to immediate supervisor.

Education & Experience:

1. One year of experience working with individuals from diverse identities, cultures, backgrounds, socio-economic statuses, and learning styles.
2. Must be able to read, write and speak in English and Spanish.

Other Knowledge, Skills & Abilities:

1. Bilingual in Spanish and English.
2. Effective written, oral communication, and organizational skills.
3. Strong computer skills including Google Suite, web-based programs, and the like.
4. Embraces people (particularly youth) of diverse cultures, backgrounds, socio-economic status, and learning styles to understand and address their unique needs. Listens well.
5. Ability to remain flexible and open to work through various circumstances as they arise.
6. Able to work independently and collaboratively as a team, with or without supervision.
7. Excellent problem solving and decision making skills with the ability to address conflict directly and utilize resources effectively to solve logistical and operational issues.

Please send resume and cover letter to sgarza@gaah.org by June 20, 2019.