

**Avalon Free Public Library
Position Description**

Position: Seasonal Program Assistant	Department: Library
Reports to: Assistant Director – Programming & Outreach	Revised: March 2024
Status: Nonexempt	

Position Summary

Contribute to the success of the library’s programming effort by assisting with all aspects of event coordination, including management of digital and analog registration tools, and social media promotion.

Primary Functions

- Help prepare presentation venues setting up chairs, tables, signage, and the requisite audio/visual equipment.
- Using both digital and analog registration tools, confirm program registrations and check in participants, as needed. Position could include some management of online Summer Reading Program software.
- Following direction from marketing and technology colleagues, use library equipment to produce social media content to aid in the promotion of Library and History Center summer events.

Additional Functions

- Test audio/visual equipment prior to events/programs.
- Instruct the presenter in the use of all audio/visual equipment used for the event.
- Ensure that the safety checklist has been completed and all safety protocols are in place.
- Monitor events to ensure everything is running smoothly.
- Assist the presenter when and where practical.
- Distribute evaluations and marketing pieces.
- Pick up and deliver food and supplies associated with the event, as needed.
- Introduce the presenter at the beginning of an event when necessary.

Knowledge, Skills and Abilities

- Impeccable oral and written communication skills.
- Excellent internet research skills.
- Maintains composure in high stress situations.
- Comfortable working with a variety of age groups including young children, teens, and adults.
- Knowledge of Windows, MS Office, Canva (or similar), TikTok, Instagram, and common mobile devices.
- Photography experience, preferred.
- Familiarity with sound systems and audio/visual presentation equipment, preferred.
- Travel to programs and events in Avalon will be required.

Minimum Requirements

Minimum Experience: Work or educational experience demonstrating strong communication and interpersonal skills required. Strong proficiency using Windows, MS Office, Canva (or similar), Instagram, TikTok and common mobile devices required. Must be willing to learn new software and systems and enjoy using social media to engage and interact with others.

Event and/or program planning experience, required.

Minimum Education: High School Diploma or equivalent.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee will divide their time between standing and sitting. The employee will occasionally reach, stoop, kneel, or climb a stool for program set up/take down.
2. The employee will use their hands to use Library tools and equipment; such as a computer keyboard and mouse.
3. The employee must occasionally lift and/or move up to 35 pounds; and occasionally push/pull a loaded book cart weighing up to 200 lbs over carpeted floors for up to 60 feet or pull a loaded book drop cart from the outside of the Library into the building.
4. The employee will frequently speak and listen when interacting with co-workers and patrons.
5. Specific vision abilities required by the job include frequent reading and close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The noise level in the work environment is usually moderate.
2. Patron traffic fluctuates on a seasonal basis.
3. The temperature in the work environment is controlled.
4. Work is primarily indoors, but includes travel outside to other community locations and oversight of outdoor events.

Nothing in this position description restricts management's right to assign or reassign duties to this job at any time.