



## **LIBRARY TECHNICIAN 1**

Library Technician 1 is responsible for providing educational, creative and fun childcare services during Adult Education classes offered by Gunnison County Library District. An ideal candidate is flexible, enthusiastic about youth and education, and able to be a dynamic team player. The candidate will work in collaboration with Library Staff to provide academic and social support for children ranging in age from 3-15. The candidate will also be able to fulfill the Activities for Gunnison County Library District as assigned by their supervisor or the Executive Director.

### **Primary Job Responsibilities for this Position:**

- Design and implement creative programs and activities for young people and children including: art projects, crafting, large and fine motor development, drama, athletics, etc.
- Provide homework and literacy support to children.
- Create a safe and nurturing environment for co-workers, parents and children.
- Engage children in stimulating and educational activities with an emphasis on fun
- Perform record-keeping and reporting responsibilities.
- Work with the Program Coordinator and other instructors on continuous program improvement.
- Maintain cooperative relationships and communication with staff, students and parents.
- Provide additional support to community events at various times throughout the year.

### Wage Range

12-15 hours per week. Classes take place in the evenings Monday, Wednesday and mornings Tuesday, Thursday

\$13.60-\$19.60 per hour

If interested, please send a cover letter and resume to Amanda Brackett, HR Manager at [Amanda@gunnisoncountylibraries.org](mailto:Amanda@gunnisoncountylibraries.org)

Position open until filled. Preference given to candidates who apply before 9/8/21

## **General Job Responsibilities of a Library Technician 1 by Organization Activity**

### **Community Enrichment**

*The purpose of the Community Enrichment Activity is to provide personal, professional, and educational development services to the people living in Gunnison County and surrounding areas to acquire the skill proficiency to meet their goals.*

- Assists with implementation of events and sessions across a variety of activities
- Attends and participates in meetings, training, and in-services.
- Prepares and delivers appropriate programming for families and children
- Offers fun, educational opportunities for children across a variety of age ranges and ability
- Is responsible for safety and well being of children during program activities
- Is able to communicate effectively and collaborate with other Library Team members to provide exemplary experiences for families and children at the library
- Other tasks assigned

### **Community Commons**

*The purpose of the Community Commons Activity is to provide inclusive opportunities, spaces, and invitation services to everyone so they can connect, discover, imagine, and learn, in a neutral, caring, and respectful environment.*

- Cleans the library when assigned opening duties, which may include shoveling snow from the doorway to keep entranceways clear.
- Tends the library house plants.
- Attends and participates in meetings, training, and in-services.
- Other tasks assigned

### **Collections & Information Access**

*The purpose of the Collections and Information Activity is to provide a curated and cataloged collection of physical and digital resource services to everyone so they can more fully participate in the American Democracy by engaging with and exploring culture, society, the economy and the natural world.*

- Assists patrons in public access catalog searches, holds, locating library materials, accessing provided technology, making reservations. Communicates about services by telephone, in person, and in writing.

- Assists patrons with using library provided software products and actively refers patrons to other staff members when appropriate.
- Issues library cards and updates patron records as required.
- Maintains patron confidentiality.
- Opens and closes the library for public use following opening and closing procedures.
- Circulates library materials.
- Records statistics as assigned
- Sorts and shelves library materials.
- Collects and records money transactions according to policies and procedures.
- Processes new material.
- Packages and processes incoming and outgoing holds for courier in accordance with best practices.
- Monitor the use of the libraries' physical spaces to ensure patrons are adhering to conduct policies. Refer violations to the appropriate staff member.
- Attends and participates in meetings, training, and in-services.
- Cleans physical materials including DVDs and CDs as needed using DVD machine.
- Other tasks assigned

### Youth & Family Engagement

*The purpose of the Youth & Family Engagement Activity is to provide literacy, education, social emotional development services to youth and the people who support and encourage them so they can enjoy successfully discovering, engaging, and navigating the world around them.*

- Assists with the implementation of events and activities by setting up chairs, tables, A/V equipment, food, and beverages.
- Assists with printing and collating of printed materials.
- Attends and participates in meetings, training, and in-services.
- Other tasks assigned

### Marketing and Outreach

*The purpose of the Marketing and Outreach Activity is to provide interactive information and partnerships services to everyone so they can be aware of the opportunities available through Gunnison County Libraries*

- Maintains displays
- Attends and participates in meetings, training, and in-services.
- Other tasks assigned

