

**LOUISVILLE PUBLIC LIBRARY**  
**Job Description**

**ACTIVITIES & EVENTS ASSISTANT**

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Reports To: Activities & Events Manager    Department:    Activities & Events  
Weekly Hours: 20    Pay Range: 11.25  
FSLA Status: Non-Exempt

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**Position Overview**

Under the direction of the Activities & Events Manager, this position provides direct service to patrons in the areas of children's, teen and adult programming; and the Sensory Strategies Space. This position is responsible for developing, and implementing programs geared towards children, teens, adults and families.

**Essential Duties and Responsibilities:**

RESPONSIBILITIES (not all-inclusive) all of the duties listed below are essential job functions for which reasonable accommodations will be made. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor subject to reasonable accommodations.

**ESSENTIAL FUNCTIONS:**

- Promotes lifelong learning development.
- Promotes childhood literacy.
- Develops and implements programs for children and families.
- Regular and reliable attendance is a requirement of this position.

**MINIMUM QUALIFICATIONS:**

- Must be able to read, write, speak and understand the English language.
- Must be able to perform basic math skills, adding, subtracting, dividing etc.
- Ability to manipulate books and other media.
- Independent judgment in order to set priorities and work independently.
- Interpersonal skills to deal effectively with staff and patrons.
- Effective verbal and written communication skills.
- Concentrates on a task despite frequent interruptions.
- Ability to think analytically.
- Must have keyboarding skills and the ability to read print and on-screen information.
- Ability to effectively use word processing, spreadsheet, and e-mail applications.

- Manual dexterity necessary to efficiently operate office equipment including, but not limited to, computer, calculator, and copier.
- Customer service focus.

### **EDUCATION:**

- High School Diploma or GED.

### **Additional Examples of Work Performed:**

**PHYSICAL AND SENSORY REQUIREMENTS** (with or without the aid of mechanical devices)

- Must be able to move intermittently throughout the workday.
- Must be able to cope with the mental and emotional stress of the position.
- Must be able to see and hear, or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.
- Must function independently and have flexibility, personal integrity, and the ability to work effectively with personnel, visitors, government agencies, and general public, etc.
- Must be able to push, pull, move and/or lift a minimum of 15 lbs. to a minimum height of 3-4 feet and be able to push, pull, move and /or carry such weight a minimum of 5 feet.

### **Knowledge Skills and Abilities:**

#### **SPECIFIC REQUIREMENTS**

- All listed minimum qualifications
- Must be willing to sing/dance/perform for children/family programs.
- Must be willing to create marketing materials such as bulletin boards, flyers, social media posts and displays.
- Ability to work independently and exercise initiative.
- Must be able to effectively communicate with staff and the public.
- Must possess the ability to make independent decisions when circumstances warrant.
- Must be able to operate office equipment including information management tools (Windows applications, Microsoft Office Suite, etc.).
- Must possess the ability to deal tactfully with personnel, visitors, government agencies/personnel, and the general public.
- Must possess ability and willingness to work
- Must be willing to seek out new methods and principles and be willing to incorporate them into existing practices.
- Ability to effectively use word processing, spreadsheet, and e-mail applications.

- Must have patience, tact, a cheerful disposition and enthusiasm as well as the willingness to handle difficult staff and situations.
- Must not pose a direct threat to the health or safety of other individuals in the workplace.

## **WORKING CONDITIONS**

- Works in assigned area, including office areas, training rooms, library, etc, as necessary.
- Moves intermittently during working hours.
- Works flexible hours.
- Is subject to frequent interruptions.
- Is subject to work beyond normal working hours, evenings, weekends and holidays when necessary.
- Attends and participates in continuing educational programs designed to keep abreast of changes in the profession.