



Kurth Memorial Library

Summer Reading Assistant

1 Position available

PAY

\$7.25

REPORTS TO

Youth Service Librarian

FLSA STATUS

Non-Exempt

EMPLOYMENT TYPE

Seasonal

DESCRIPTION

Summer Reading Assistant is responsible for assisting with program preparation, activities, events, clean-up, and shelving.

QUALIFICATIONS

- Completion of ninth grade required.
- References from three adults required.
- Availability to work a flex schedule, including evenings and weekends for the entire ten-week summer reading program required.
- Experience working with children, teens, and families preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to follow directions required.
- Strong communication and interpersonal skills required.
- Proficiency in basic computer skills required.
- Crafting experience preferred.

MAJOR DUTIES

- Interact with customers in a friendly and professional manner.
- Assist library staff with preparation and presentation of programs and events.
- Other duties as assigned.

Visit our website www.cityoflufkin.com or contact the Human Resources Department at Lufkin City Hall, 300 E. Shepherd Ave., Suite 226, Lufkin, TX 75901, Phone 936-633-0228.