



15001 Wells Port Drive
Austin, Texas 78728
(512) 989-3188
staff@wblibrary.org
www.wblibrary.org

Weekend Assistant Manager: Adult Programming and LAB Part-time with training & benefits

The Wells Branch Community Library is looking for a friendly, creative, and enthusiastic team member. The person who fills this role will work with the public at service desks, assist librarians in the creation and delivery of adult programs, and support patrons and projects in our crafting space (the LAB). They should be crafty and excited to try and teach new projects.

The Wells Branch Community Library is a small, independent library in north Austin serving the Wells Branch and surrounding neighborhoods. We keep up with our very active community with a full calendar of early literacy programs, technology classes, special events, and outreach opportunities. Employees enjoy learning a variety of library operations while gaining expertise in their assigned functions.

Responsibilities specific to this position

- Support and assist the Adult Services Librarian in the development and delivery of programs.
- Support and assist the Operations/LAB Librarian with LAB (crafting space) projects and programs.
- When needed, supervise Open LAB hours in the LAB space or library personnel and operations in the main building.

Core functions common to all library personnel

- Provide a welcoming environment and professional customer service
- Circulate materials including check-out, check-in, renewals, holds, fines, reserves, re-shelving and specialty items
- Assist patrons in use of library resources including databases and computers
- Catalog, process and repair materials for circulation
- Participate in training new staff and volunteers
- Maintain the library's physical presence
- Create and issue library cards and TexShare cards
- Recommend improvements for library collection, services, programs, website, etc.
- Attend workshops, training and staff development as requested
- Provide in-person, telephone, email and virtual reference and informational services
- Assist with programs, advocacy, facility maintenance and other tasks as needed

Qualifications

- Bachelor's degree or equivalent
- Demonstrated competence with basic computer functions as used in the library setting
- Excellent customer service, communication, and organization skills
- Creativity and a willingness to try and learn new things
- Teaching/training, program management, and/or crafting experience is preferred
- Library experience, paid or volunteer, is preferred

Schedule: Saturdays 9:30am to 6pm, Sundays 12:30pm to 6pm, Mondays 3:45pm to 8pm

Compensation: \$15 hourly

To apply: Applications are available on the library website and at the circulation desk and must be returned to a public service desk at the library by June 25, 2019. Resumes and cover letters can be attached to the application. Email resumes are not accepted.

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