

SUMMER ADVENTURE TEMPORARY ASSISTANT FAMILY & CHILDREN'S SERVICES

Position #714025004

Penrose Library | Temporary position up to 15 weeks
10 – 20 hours per week

Date Posted	May 05, 2023
Location	20 N Cascade Ave., Colorado Springs, CO 80903
Starting Wage	\$15.00 per hour
Position Hours	Up to 20 hours per week

Schedule varies with an average of 10 – 20 hours worked per week, depending on department needs. Some evenings and weekends will be required.

Note: The position's schedule may be subject to minor changes due to required meetings, training events, etc. In addition, management may require modifications to a position's schedule, days, times and locations at any time as the needs of the Library District change.

Procedure for application:

1. Complete a PPLD online application located at ppld.org/Jobs on the Application tab.
2. Attachments should be submitted in the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
3. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 531-6333, x6380 or send an email to ljackson@ppld.org or sgollapalli@ppld.org

Closing Date: This position is open until filled, with preference given to application materials received by **May 18, 2023, at 9:59 p.m. MST.**

Position Summary: It is the mission of the Pikes Peak Library District to seek, engage, and transform lives through library services and resources that enrich individual lives and build community. This position helps fulfill the library's mission by assisting in the implementation of the Summer Adventure Program, schools and community outreach programs accompanied by PPLD staff. Position reports to the Director of Family & Children's Services at Penrose Library.

Essential Functions: *Disclaimer: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Assist Summer Adventure staff with prize distribution and record keeping.
- Travel to all PPLD library locations to assist with Summer Adventure programs, including programs with live animals, crafts, science, and art.
- Assist staff with Summer Adventure outreach programming at locations around the county.
- Attends community and school outreach with Family & Children's Services staff to help with children's activities.
- Assist with assorted program and craft preparation and the Summer Adventure library parties.
- Perform other job-related duties as assigned.

Required Knowledge, Skills, and Abilities:

- Ability to communicate effectively verbally and in writing with adults and children.
- Ability to organize and prioritize work.
- Ability to work independently.
- Ability to follow verbal and written instructions.
- Ability to maintain flexibility and work under pressure.
- Ability to provide courteous customer service and present a positive image of the library in all transactions.
- Knowledge of general office practices and equipment, including photocopiers and printers.
- Excellent computer skills with a working knowledge of Microsoft Office suite

Education and Experience:

1. Requires a high school diploma or GED; prefer some college-level coursework.
2. Must be at least 18 years of age. Strongly prefer experience working with children, teens and adults.
3. Requires experience working with computers and basic level knowledge of Microsoft Office Word and Excel.
4. Requires physical stamina and the ability to carry boxes weighing up to 25 pounds and push a loaded wheeled book truck up to 200 pounds in weight.
5. Requires excellent communication skills, the ability to work in a team environment, a "whatever it takes" work ethic, and an excellent customer service attitude. Bilingual ability is a plus in serving our diverse community.

Physical and Environmental Conditions

Work is conducted in a normal office setting that provides comfortable lighting, temperature, and air conditions. Regular lifting, such as three to four reams of paper, four or five books, or other materials (up to 35 pounds) is required.

Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or meeting rooms, e.g. use of safe work place practices with office equipment, and/or avoidance of trips and falls and observance of fire regulations

Conditions of Employment: All selected candidates...

- are required to complete a Department of Homeland Security I-9 Form at the time of hire and must be able to provide acceptable documentation in order to verify his/her legal right to be employed in the U.S. (pursuant to the Immigration Reform and Control Act of 1986). Pikes Peak Library District participates in E-verify.
- are subject to a full reference and background investigation including verification of identification (including verification of Social Security number using USCIS E-verify), education, former employment, and criminal history.
- may be uniformly tested for job-related skills and required physical abilities.
- may be required to undergo a physical examination after a job offer is extended in order to ensure that the job's physical requirements are met.
- must understand and comply with PPLD's drug-free workplace policy.
- understand and agree that they have been hired at the will of the employer and that employment may be terminated at any time, with or without reason, and with or without notice, in accordance with Colorado law.