

ORCAS ISLAND LIBRARY DISTRICT POSITION DESCRIPTION

TITLE: PART-TIME STUDENT SUPPORT SPECIALIST (TEMPORARY)

Summary

Orcas Island Public Library is increasing support for youth at the library during after school hours by hiring a temporary after-school student support specialist. The person in this position will proactively engage with kids typically in 4th through 11th grades from 3–6pm Monday, Tuesday, Thursday, and Friday, and 2–6pm Wednesdays, ensuring library policies are followed and youth are supported and supervised. This position partners with the library staff member on the circulation desk during those hours and reports to the Library Director.

Scope of Responsibility

Oversees and engages with unattended minors using the library after school

Redirects youth patrons as needed; enforces behavior policies; and builds and maintains supportive relationships with YA library patrons.

Assists library patrons in identifying and locating appropriate materials

Develops and maintains effective working relationships with patrons, colleagues, volunteers, Friends of the Orcas Island Library, and other relevant organizations on the island

Qualifications

Enthusiasm for working with Orcas Island youth using the library after school.

Requires ability to understand and follow instructions, both oral and written, and understand and comply with the Employee Handbook.

Requires authorization to legally work in the United States at the time of employment.

Must successfully pass a criminal background check

The statements contained herein reflect general details as necessary to describe principal functions of this job, level of knowledge and skill typically required and scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

THE LIBRARY RESERVES THE RIGHT TO REVISE OR CHANGE THIS JOB DESCRIPTION, EITHER FORMALLY OR INFORMALLY, AND EITHER ORALLY OR IN WRITING, AS NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.

To Apply:

Please submit a letter of interest, resume, and two references to Ingrid Mattson, imattson@orcaslibrary.org, by October 22, 2023.