

Circulation Student Weekend Supervisor

Supervises students and general operation of the Library on Weekends when full- time staff are not scheduled to work.

Reports to: Head of Circulation

Schedule: Weekends (Saturday 10am-5pm) (Sunday 10am-3:30pm)

Duties

- Demonstrates thorough knowledge of all library policies and procedures.
- Directs work of student assistants and supports them in maintaining library service standards.
- Resolves problems and handles complaints.
- Provides general information assistance to patrons refers to professional staff when necessary.
- Supervises opening and closing procedures.
- Assists in training of other student assistants.
- Notifies supervisor of problems encountered during shifts so appropriate action may be taken.
- Maintains communication with supervisor.
- Implements emergency procedures when necessary.

Qualifications

- Previous library experience
- Supervisory skills
- Public service orientation
- Ability to handle stress and emergency situations
- Dependability
- Attention to detail
- Good communication skills
- Ability to work independently with minimal supervision