

**Title:** Program and Events Sidekick

**Position Type:** Sidekick

**Description:**

Do you love playing host? Enjoy welcoming people into your home? We're looking for a sidekick that can do the same at our Anythink. A program and events sidekick helps us set up for events, keep the event running smoothly, and then assist in putting things away for next time.

You assist the staff in creating amazing experiences for our library customers. You are the go-to person who can do smaller tasks, while seeing the bigger picture. You will support your branch library with a variety of duties including but not limited to materials handling, shelf arrangement, displays, assisting with programs, special projects, welcoming customers, clerical work, and crafts.

Ready to join in a bold opportunity to help us take community library service to an entirely new dynamic realm?

**Who you are:**

- You engage well with others and are passionate about your Anythink library.
- You are responsible and dependable, taking pride in your work.
- You are a good listener, able to follow directions with ease.
- You are self-sufficient and can work independently, but ask questions if the need arises.
- You're excited about the opportunity of growing and learning in a changing environment.
- You inspire fun in the people around you.

**A position you'll love:**

- You take pride in your work, whether it be shelving, sorting or straightening materials.
- You are friendly and warm with our customers, assisting them with your trained skills.
- You're a genius when it comes to clean: dusting, straightening and disinfecting are right up your alley.
- You are a wizard at being ready and willing to lend a hand, be it with a program, craft preparation, or alphabetizing.
- You love your library, wanting to expand and enhance library services as well as being an informal advocate of the library in your community.
- You are a lifelong learner and are eager to learn new skills and embrace transformative experiences.
- You are an active member of the community, excited to learn more about Anythink's purpose and mission.

**Do you have what it takes?**

- Do you have the physical ability to push, bend, stretch, reach, and lift?
- Can you read, alphabetize, and do other clerical work?
- Are you willing to commit an appropriate amount of time to Anythink?
- Are you an energetic person with a go-get-'em attitude?

**We are guided by these shared values:**

Community improvement

Pride in service

Anythink spirit

Optimistic attitude – We believe that anything is possible

**Your tasks will involve your being “on the move” in our libraries:** You need to stand, walk, crouch, stoop, squat, twist, climb, push/pull/lift up to 25 pounds.