

Job Title	Homer and Ida Jones Creative Arts, Technology, and Workforce Development Center Assistant (Salaried, Non-exempt; Hourly, Full-time)
Position Summary	Assists the Jones Center (JCC) Director in providing educational and job related services to patrons.
Position Requirements	<p>Education: High School Diploma or equivalency required. Bachelor's Degree preferred.</p> <p>Experience: Proven proficiency on current software applications required. Some teaching and/or tutoring experience required.</p> <p>Skills:</p> <ul style="list-style-type: none"> • Ability to communicate clearly and effectively both verbally and in writing. • Ability to work effectively with others. • Ability to assist director in developing creative and innovative programming with follow up evaluation processes. • Ability to assist director in developing programming incorporating different learning styles and utilizing available community resources. • Knowledge of software for use in programs.
Reports to: (SUPERVISION AND DIRECTION)	Director of the Jones Center
Supervises:	No supervision
Working relationships	<ul style="list-style-type: none"> • Works with the general public in person and on the phone. • Works with other Library employees and volunteers. • Reports behaviour-related problems to Security.
Key result areas	<ul style="list-style-type: none"> • Provide one-on-one and group setting assistance to patrons who desire training in job searching and job readiness as well as computer literacy and other educational outlets. • Assist JCC Director with teaching and

	educational opportunities in technology or other JCC offering as needed.
Essential Duties (KEY TASKS)	<ul style="list-style-type: none"> • Assists in scheduling JCC activities and classes. • Teach and assist in teaching computer classes of varying levels from beginner to advanced. • Assist patrons with job applications and other job related needs to ensure job readiness. • Assist patrons with government forms as needed (including but not limited to unemployment, social security, housing, etc.). • Maintain proper records of classes and students and keep JCC databases up-to-date. • Write or assist in writing statistical reports. • Assist JCC Director with writing and researching grant opportunities. • Perform tutoring duties as requested. • Assist patrons in dealing with computer issues and questions on a one-on-one basis. • Assist JCC Director with technology and scheduling needs. <p>Perform other duties as assigned.</p>
Core skills	<ul style="list-style-type: none"> • Balances friendliness, fairness, and firmness in the interpretation and implementation of library policy. • Respects confidentiality of customer records. • Looks for opportunities to improve library service and shares ideas with library administration.