



TEMPORARY SUMMER ADVENTURE ASSISTANT Penrose Library

10 - 20 hours per week

Open to all qualified current staff and external applicants.

- Date Posted:** March 04, 2025
- Location:** 20 N Cascade Ave., Colorado Springs, CO 80903
- Starting Wage:** \$16.15 per hour - \$19.58 per hour.
- Position Hours:** 20 hours per week per the following schedule:

Schedule will vary each week. Will need to be available between
Monday- Friday : 7:30 a.m.- 8 p.m.
Saturday : 8 a.m.- 6 p.m.
Some evenings and weekends as required.

****This is a temporary position expected to end 09/06/2025. This position has no benefits**

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

Application Procedure:

1. Complete a PPLD online application located at ppld.org/Jobs at the Application Tab. If It is an internal only job posting, please log In to ESS to fill the application.
2. Attachments should be submitted online in the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
3. Requires resume and cover letter. Applications will not be considered without a resume and cover letter.
4. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 531 - 6333, ext. 6380 or send an email to sgollapalli@ppld.org

Closing Date: This position is open until March 17, 2025, at 9:59 p.m. MDT.

EOE: As an Equal Opportunity Employer, Pikes Peak Library District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, pregnancy, sexual orientation including gender expression, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. The library reserves the right to hire more than one person per advertised vacancy.

TEMPORARY SUMMER ADVENTURE ASSISTANT (contd.)

Position Summary

This position helps fulfill the library's mission by assisting in the implementation of Summer Adventure, PPLD's premier summer program that encourages patrons of all ages to read and participate in Library events. Participates in outreach to the community and schools.

Essential Functions

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Assists employees with prize distribution and record keeping.
- Travels to all PPLD library locations to assist with Summer Adventure programs, including programs with live animals, crafts, science, and art.
- Assists employees with Summer Adventure outreach events and summer school programs at locations around the county.
- Assists with program and craft preparation and the Summer Adventure library parties.
- Supports implementation of other Summer Adventure related initiatives.

Additional Duties and Responsibilities

Duties are considered non-essential and include the following:

- Data entry for Summer Adventure.
- Keeps informed about Library and department information.
- Performs other job-related duties as assigned.

Required Knowledge, Skills, and Abilities

The employee is expected to perform or possess the following:

- Knowledge of the Pikes Peak Library District's policies and procedures and ability to follow them.
- Ability to act as an ambassador of Pikes Peak Library District by promoting its mission and vision.
- Ability to communicate effectively verbally and in writing with children, teens, and adults.
- 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 365 applications, SharePoint, Word, Excel, and Outlook. Ability to learn and use specialized library software.
- Ability to work as part of a team, demonstrating an excellent customer service attitude.
- Ability to get along with co-workers and supervisors.
- Has regular on-time attendance.
- Exercise professionalism and good judgement in interpersonal interactions.

TEMPORARY SUMMER ADVENTURE ASSISTANT (contd.)

Education and Experience:

- Requires a High School Diploma, High School Equivalency Diploma (HSED), or General Education Development (GED); prefer some college-level coursework.
- Must be at least 18 years of age.
- Strongly prefer experience working with children, teens, and adults.
- Bilingual ability is a plus in serving our diverse community.

Physical and Environmental Conditions:

Work is primarily conducted in an office setting that provides comfortable lighting, temperature, and air conditions. Position requires the ability to sit and use a computer or standard office equipment for extended periods. Position requires the ability to stand for extended periods of time. Position requires the ability to occasionally reach, bend, climb, twist and squat. Position requires the ability to lift and move equipment weighing up to 35 pounds and pushing a full book truck weighing up to 200 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 workplace practices with office equipment, and/or avoidance of trips and falls and observance of fire regulations.

The above position description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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.
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