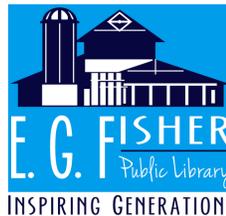


March 5, 2026



**E.G. FISHER
PUBLIC LIBRARY**
1289 Ingleside Avenue
Athens, Tn 37303
423-745-7782

Job Title:

Library Programming Aide

(Seasonal with Potential for Continuation)

Reports to: Programming Director

Position Summary: The Library Programming Aide supports the execution of library programs and events, ensuring that all activities run smoothly and are carried out as planned. This role primarily involves administering programs already designed by the Program Director, following provided plans and instructions carefully. The Programming Aide must communicate clearly and consistently with the Program Director throughout each step of program preparation and delivery, asking for clarification when needed and allowing sufficient time for responses. This role focuses on faithfully carrying out established program designs and supporting the Program Director in maintaining high-quality services for the community.

Essential Duties and Responsibilities: The following duties are normal for this job. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Administer and facilitate internal and outreach programs designed by the Program Director.
- Communicates with the Program Director in a clear and concise manner.
- Contacts local businesses and individuals to request donations.
- Assists in supervising volunteers. (e.g., Provide basic volunteer training and show them what tasks they need to complete.)
- Assists at the front desk as needed.
- Maintains friendly and welcoming demeanor to all patrons.
- Promotes the reputation of the library by treating all patrons in person and on the telephone courteously and in a professional manner.
- Provides feedback to the Program Director about program outcomes and patron engagement.

Additional Job Functions: Performs additional duties as assigned.

- Commitment to 10 hours of annual training through workshops and online webinars.

Minimum Training and Experience Required to Perform Essential Job Functions:

- A High School Diploma or GED required, some college work preferred with a proficiency in email communication and Google Workspace required.
- Has strong verbal and written communication skills.
- Must have the ability to teach and demonstrate basic craft projects and work well with children, teens, and adults.
- Must be able to lift up to 50 pounds.

Hours: 10 to 29 a week

- Seasonal with potential for continuation
- Some evening and Saturday availability is required

Pay: \$8 to \$10

Meleena Livesay, Program Director
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www.fisherlibrary.org

*Please submit application and resume to
programming@fisherlibrary.org or at the front desk.*