

GULKANA VILLAGE COUNCIL

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EWAN

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VICE PRESIDENT

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Job Description

Title: Gulkana Librarian

Work Schedule: Part-time 6 to 20 hours per week beginning mid-May and continuing through August. Job may become a year-round position if the candidate is the right fit. Scheduled days and hours to be discussed with candidate.

General Description: The Gulkana Librarian ensures that the library runs smoothly and provides a valuable service to our community. Librarian tasks include developing, organizing and updating library records and assisting patrons with checking out materials and using the computer. The librarian will also host a weekly story time for children. To do this job, the successful candidate needs to be a people person and be excited to organize and provide programs for our village youth.

Responsibilities:

- Develop and update library inventory using the computer cataloging system.
- Research and implement new information management techniques.
- Plan and implement a weekly youth story time.
- Organize library activities and promotional events.
- Develop and implement the Youth Summer Reading Program.
- Oversee the library to ensure cleanliness, order, and protection of the library's resources. Sanitize after patrons, tables, windows, and bathrooms.
- Update library content on the village websites and/or through the community e-mail group.
- Manage library budgeting and billing for new materials. Write library grant yearly.
- Supervise library assistants/summer youth workers.
- Stock the lending library outside the hall.
- Maintain the checkout list and overdue books.
- Perform other duties as assigned.

Requirements:

- High School Graduate or equivalent.
- Knowledge of Ahtna lifestyle and culture or willingness to learn; ability to maintain effective working relationship with Gulkana community.
- Experience using computers and working with electronic databases.
- Ability to manage and develop a budget.
- Strong organizational skills.
- Effective communication.
- Experience working with youth
- A patient and friendly personality.
- Ability to pass drug screening and background check for work with youth.

NATIVE PREFERENCE

The Gulkana Village Council exercises Native Preference in hiring, pursuant to P.L. 93-638.

Close May 17th