


JOB DESCRIPTION		 Te Kaunihera-ā-Rohe o Ngāmotu New Plymouth District Council
POSITION:	Summer Reading Programme Student	
JOB LEVEL:	Team Member	
REPORTS TO:	Community Library and Programming Lead	
GROUP:	District Services - Puke Ariki	
POSITION PURPOSE:	To provide customer services that support the Summer Reading Programme	
KEY RELATIONSHIPS	<ul style="list-style-type: none"> • <u>Integrated</u> - Puke Ariki Coordinator, Community Libraries, Rapua!/Discover It team members • <u>External</u> - 	
KEY ACCOUNTABILITIES:	<ul style="list-style-type: none"> • Actively ensure that legislative requirements and Council policies and procedures are fulfilled, particularly in relation to all key relevant legislation. • Support the delivery of the Summer Reading Programme at Puke Ariki and community libraries and to a high expectation. • Assist with planned events including holiday activities. • Responds to enquiries for information in a timely, efficient and friendly manner utilising appropriate resources. • Undertake customer service work related to issues, returns, reserves and locating information as required 	
KEY PERFORMANCE INDICATORS:	<ul style="list-style-type: none"> • Developed annually and form part of performance and team plans 	
CORE COMPETENCIES:	<ul style="list-style-type: none"> • Works collaboratively with others to enhance and/or develop team performance. • Takes responsibility and accountability for own actions and day to day decision making. • Effective performance and delivery within a political environment. • Maintains cultural awareness and keeps up to date with issues affecting the community. • Sets high standards of performance for self. 	
QUALIFICATIONS/EXPERIENCE:	<ul style="list-style-type: none"> • Competence with computers. • Ability to speak Te Reo Maori an advantage. • Studying towards a teaching or library degree. • Good communication skills. • Drivers licence. 	

OUR VALUES:



Mana Tangata
Respecting Each Other



Oranga Tangata
Achieving Wellness



Kotahitanga
Working Together



Hāpaitanga
Making a Difference