



Youth Programming Assistant Job Description

This position is part-time (20 hour per week) and includes an evening and some weekends. Under the supervision of the Youth Librarian, the Youth Programming Assistant: develops and implements diverse and innovative programming for youth of all ages; promotes youth programming and library services.

Specific Youth Program Assistant Duties include:

- Assist with the planning and implementation of Youth Services programs
- Conducts story times for both baby/toddler and preschool children
- Assist Youth Services Coordinator with tween programs
- Assist with Summer Reading Program events and planning
- Assist with book ordering
- Develop promotional materials for Youth Services programs

Qualifications for Position:

- Bachelor degree preferred.
- Must be able to work weekends and evenings.
- College students majoring in Education and individuals with daycare or school experience are encouraged to apply.

Desired qualifications include:

- Experience developing and hosting story times and programs for infant through high school aged students
- Ability to read aloud and relate to listeners;
- Familiarity with Dewey Decimal System, Microsoft Office Suite of tools.

Skills Required

- Ability to communicate effectively in friendly and courteous manner.
- Ability to work independently with accuracy and attention to detail.
- Customer service work experience preferred.
- Word processing and/or data entry experience or training, with sufficient skills to effectively access and utilize the Otsego County Library's computerized information systems and circulation system.

- Ability to learn library practices and procedures, including the use of the Dewey Decimal System.
- Accurate clerical skills including operating forms and reports.
- Effective spoken and written communication skills.
- Ability to develop and maintain effective working relationships with co-workers and the general public.
- Physical requirements include the ability to lift/move and carry Otsego County Library materials weighing up to approximately 40 pounds; to push book carts; and to stand, walk, bend and stoop for the majority of assigned shift.

Wages/Benefits: \$18.00 per hour

Hours: Average of 20 hours per week, nights and weekends included

Application: Please email a cover letter and resume to jskinner@otsego.org

Deadline: **Monday, August 11th at 5 p.m.**