



Youth Programming Assistant

Job Description

This position is part-time (up to 29 hour per week) and includes an evening and some weekends. Under the supervision of the Youth Librarian, the Youth Programming Assistant helps develop and implement diverse and innovative programming for youth of all ages and promotes youth programming and library services.

Specific Youth Program Assistant Duties include:

- Assist children in locating reading and research materials.
- Staff children's service desk.
- Assist with the planning and implementation of Youth Services programs.
- Assists with story times for both baby/toddler and preschool children.
- Assist Youth Services Coordinator with tween programs including running a program once a week.
- Assist with Summer Reading Program events and planning.
- Travel with Youth Services Coordinator to off-site programming as needed.
- 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: \$19.00 per hour

Hours: Up to 29 hours per week, nights and weekends included

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

Deadline: **Wednesday, October 2nd at 5 p.m.**