

Part-time Youth Programming Assistant

Do you love to work with kids? Are you interested in building skills in the library field? This job could be for you! Hollis Social Library is a small, very busy library in an idyllic rural community located just outside of Nashua, NH. This position is part-time (15 hour per week) and includes an evening and some weekends on rotation. Under the supervision of the Youth Librarian, the Youth Programming Assistant: develops and implements diverse and innovative programming for youth ranging in age from 6 weeks to 18 years; promotes youth programming and library services and performs general library responsibilities in both the Youth Department and at the Adult Circulation Desk.

Specific Youth Program Assistant Duties

- Assist with the planning and implementation of Youth Services programs
- Conducts storytimes for both baby/toddler and preschool children
- Assist Youth Librarian with tween programs
- Assist with Summer Reading Program events and planning
- Assist with book ordering and processing
- Develop promotional materials for Youth Services programs
- Open and close library according to written procedures
- Supervise Circulation Assistants and Pages during evening and weekend hours
- Work at the Circulation Desk (Youth Desk and/or Main Desk). Circulation responsibilities include but are not limited to: check materials in/out/renew; manage patron holds; collect fines/fees; issue/update patron library cards

Qualifications for Position: Individual must have a bachelor's degree, 2 or more years' experience working in a library (or comparable job history). Must be able to work weekends and evenings on a regular basis. Desired qualifications include: experience developing and hosting storytimes and programs for infant through middle school aged students; ability to read aloud and relate to listeners; familiarity with ILS systems, Dewey Decimal System, Microsoft Office Suite of tools. *College students majoring in Education and individuals with daycare or school experience are encouraged to apply.

Salary: \$12.75-\$14.00 per hour.

Closing date: 11/30/2019

Send: Send resume and cover letter to:

Hollis Social Library

P.O. Box 659

Hollis, NH 03049

Attn: Laura Klain, Director

Or

E-mail: director@hollislibrary.org

Subject Heading: Part-time Youth Programming Assistant