



Temporary Youth Services Program Assistant (Part-Time)

Job Summary

The Dwight Foster Public Library is seeking an engaging, creative library ambassador and advocate to lead library programs for kids and teens in the summer.

Reports to

Interim Library Director

Essential Job Functions

- Plan and lead programs for kids and teens of all ages. Programs will include weekly Storytime in the Park, weekly Baby Time storytimes, and many other programs.
- Coordinate programs with contracted performers and artists. This includes setting up for these programs, introducing the performer, monitoring the room and audience throughout the performance, and cleaning up after the performance.
- Coordinate and implement outreach programs for local groups as needed
- Promote library programs and services
- Track and record statistics
- Monitor patron behavior in the library and at library programs, and intervene per policy when necessary
- Provide reader's advisory and assist patrons with finding materials in the library
- Other duties as assigned

Required Qualifications, Skills, and Abilities

- Enjoys working with kids of all ages (infants through teens) and their families
- Excellent customer service skills
- Commitment to public service and library values
- Strong verbal and written communication skills
- Effective time management skills and ability to prioritize
- Ability to plan and meet deadlines
- Dependable and a team player
- Ability to deal with stressful situations in a calm, courteous, and consistent manner
- Ability to train and supervise teen volunteers

- Ability to maintain a working knowledge of library procedures and policies and apply them as necessary
- Knowledge of children's and young adult literature and/or child development highly desirable
- Ability to work independently
- Passion for libraries, books, and literacy
- Reliable transportation is required to get to off-site program locations or to pick up program supplies.

Education and Experience

- High school diploma
- Prior experience working with children and teens is required
- Prior children's programming or teaching experience is highly desired
- Prior library experience is valued

Hours of Work

We are seeking a candidate with an open and flexible schedule, especially during the months of June and July 2024. Preference will be given to candidates who are available during all of the scheduled library programs for kids and teens throughout the Summer Reading Program. This position's hours will include time for planning and preparing for programs, time for setting up and implementing programs, and time for cleaning up after programs. This position includes a variety of daytime and evening hours.

Working Conditions

Individuals will interact with a broad range of members of the community. The work sometimes takes place outside.

Physical Requirements

The work includes some physically challenging duties such as moving furniture and locating and obtaining information and materials throughout the library of a wide variety of sizes and shapes, walking and standing for extended periods, and carrying a reasonable selection of materials between places where they are stored and places where they are used.

To Apply

Please send a resume to minetta@fortlibrary.org. The position will remain open until filled.