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### **Part Time Library Assistant: Children's Services**

Are you a knowledgeable, dynamic, welcoming, and resourceful person? Are you great with kids, and with crafts, puppets, music, games, or the many other things that growing minds love? Would you like to help connect Genesee County's readers, self-directed learners, parents, and children to the care and the resources they seek? We may have an opportunity for you as a Part Time Library Assistant in our Children's Services department!

**Duties:** Conducts children's library programs targeting children from birth 5 through 11 and their caregivers; conducts library tours, book talks, multi-media programs, and similar inside the library's historic building, online, and off-site in schools and other childcare facilities; assists Youth Services team in providing reference services, giving directional assistance to commonly used materials approximately one evening per week and as part of a Saturday rotation; checks out those materials to patrons with a library card; funnels harder questions requiring interpretation to the librarian on duty; creates public relations material such as promotional posters and brochure content for programs and content for press releases or newsletters; assists librarian in cataloging, collection development, interlibrary loan, or indexing, especially with regard to children's materials; prepares library exhibits and displays; prepares research and completes forms relative to grant proposals; in the absence of the librarian, may supervise the shelving work of a Library Page on duty; maintains and operates audio-visual and video gaming equipment; participates in continuing paraprofessional education.

**Hourly Wage:** starting at \$15.00/hour for minimally-qualified candidate; negotiable upward for better-qualified candidate, as measured by prior children's programming and/or library experience.

**Availability:** The position is budgeted for 12 to 16 hours per week including approximately one Saturday (9am to 5pm) per month, and will be offered additional hours during the Vacations, Leaves and other absences of 2 Full Time staff. The Assistant may be assigned at least one standing evening shift per week (5-9pm). Remaining hours will generally fall between 9am to 6pm, depending on your availability, and could accommodate another part-time job if needed. Regular library hours are Monday-Thursday 9-9, and Friday/Saturday 9-5.

**Essential Skills:** Patience, understanding, playfulness, and the ability to work with children from birth to age 11, and their caregivers; knowledge of traditional youth culture along with current trends; understanding of developmental psychology of children in assigned range; ability to conceive of a children's or family program and bring it to fruition; ability to produce and publish

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promotional materials such as posters flyers, brochures, and social media posts to market and drive library programing, services, and circulation; general familiarity with library programs, services, and materials.

**Qualifications:** This position requires a Bachelor's degree from an accredited college or university, and prior experience working with children in an educational or recreational setting. Prior library experience also valuable.

**Civil Service details:** This is a non-competitive, paraprofessional class position.

**To apply:** contact Library Director Bob Conrad at 585-343-9550 x 7, or [rconrad@nioga.org](mailto:rconrad@nioga.org).