

Youth Services Programming Assistant

Description

The Mahomet Public Library seeks an energetic, service-oriented individual to join our small-but-mighty youth services team! We are looking for someone who is passionate about working with kids and families in an inclusive and dynamic environment. From storytimes and preschool playdates, to LEGO clubs and teen creative writing workshops, the Mahomet Public Library hosts a wide variety of programs and events for youth of all ages and their caregivers. The Youth Services Programming Assistant will work alongside the Youth Services Librarian to develop and implement an engaging schedule of programs for youth age 0 to 18. Our ideal candidate is comfortable working with children and teens of all ages and demonstrates an ability to adapt and thrive in a busy public library setting.

Reports to: Youth Services and Programming Librarian

Qualifications

- High school diploma or equivalent required, some college coursework preferred.
- Demonstrated experience working with children and teens is required, preferably including experience working with children ages 0-5.
- Demonstrated ability to take direction, work cooperatively and/or independently.
- Availability during weekday mornings and some afternoons/evenings. Occasional weekend hours required, depending on programming needs.
- Excellent customer service, interpersonal, and organizational skills.
- Familiarity with library programs and services for youth.

Duties and Responsibilities

Under the direction of the Youth Services and Programming Librarian, the Youth Services Programming Assistant will be responsible for:

- Participating in the planning, promoting, and conducting of library programs for all ages.
- Fostering a safe, inclusive environment for children and families from all backgrounds.
- Setting up and cleaning up the library meeting spaces before and after scheduled programs.
- Representing the library at community events and outreach programs.
- Providing consistent, friendly, and professional customer service.
- Assisting with administrative tasks such as compiling program statistics and preparing program supplies.
- Collaborating with library staff to respond to the needs of the community.
- Attending staff meetings and training events.
- Performing additional duties as assigned.

Use of Equipment/Tools

The Youth Programming Assistant may be required to use the following equipment and tools (training will be provided as needed):

- Meeting room AV equipment
- Public access catalog
- Canva graphic design software
- Program registration software
- Copier/scanner
- Library computers

Physical Demands:

At any time, the Youth Services Programming Assistant may be required to:

- Stand, sit, or walk for extended periods of time.
- Bend, crouch, reach, or kneel to retrieve library materials and assist library patrons.
- Frequently lift and/or move up to 15 lbs and occasionally lift/move up to 50 lbs.
- Hear, comprehend, and respond to library patrons and staff members.

Scheduling and Compensation

- This is a part-time position, typically 10 hours per week with additional time scheduled as needed for library programs.
- Schedule requires day, evening, and weekend hours.
- Starting pay is \$17/hour.

How to Apply:

- Please send a current resume (cover letter optional) to Rebecca Strom, Youth Services and Programming Librarian at youthservices@mahometpubliclibrary.org
 - Please upload supporting documents as PDFs and include your name in the file name.
- Applications will be accepted through Monday, May 13th, 2024.
- Any questions about the position can be directed to Rebecca, Youth Services and Programming Librarian, at youthservices@mahometpubliclibrary.org