



CHILDREN'S PROGRAMMING ASSISTANT

Marple Library is seeking a Children's Programming Assistant to plan and conduct programs for children from birth through age 12 under the supervision of the Head of Youth Services. This is a part-time position requiring 15 hours per week. The typical work schedule is Monday, Thursday, and Friday from 10:00 a.m. to 3:00 p.m., with occasional Saturday hours as needed. The hourly rate is \$19.

DISTINGUISHING CHARACTERISTICS AND EXAMPLES OF WORK

Plans and conducts Story Times.

Plans and conducts programming for school age children until age 12.

Maintains the appearance of the Children's collection.

Maintains knowledge of Children's Area materials.

Maintains appearance of Children's Area.

Provide patron assistance at the Children's Desk during assigned hours.

Performs other duties as required.

BASIC KNOWLEDGE

High school diploma or equivalent.

Knowledge of child development

Prior experience working with children in a public library setting preferred.

Proficiency in Microsoft Office.

SUPERVISORY RESPONSIBILITY

Manage teen volunteers as needed.

ADDITIONAL REQUIREMENTS

Pennsylvania criminal, child abuse and FBI background checks required.

This position requires superior customer service skills, ability to engage and manage a program for up to 100 people, able to contribute to a positive work environment, and the flexibility to learn new technology as needed.

To apply, please provide a letter of interest and resume to: LaTanya Burno
madirector@delcolibraries.org

Review of applications will begin immediately and will continue until the position is filled.