



☎ 603.447.5552 | 🌐 [ConwayPublicLibrary.org](http://ConwayPublicLibrary.org)

---

15 GREENWOOD AVENUE | CONWAY, NH 03818

**Job Title: Youth Services Assistant**

The Conway Public Library is seeking an energetic, outgoing, creative, friendly, and tech savvy team member to provide a high level of service in the Children's Room.

**Job Description:** Plans and conducts programs for children, in coordination with the Assistant Library Director, to encourage reading, listening, and the use of library materials; including all special programs such as story times, afterschool programs, summer reading, and class visits. Provides front desk services to the public.

**Training, Skills and Experience:** Bachelor's degree and 3-5 years' experience working with children required, preferably in a library or other educational setting. Demonstrated experience conducting children's programming required. Knowledge of library services, practices, and procedures preferred. Operational knowledge of computer hardware/software required. Experience with STEAM technology, including 3D printers, robotics, and graphic design software preferred. Comfort using a wide range of social media platforms preferred. Exceptional written and verbal communication skills desired.

**Salary:** \$20 per hour.

**Hours:** 32 hours per week

**Schedule:** 4-5 days per week, including one evening, and occasional Saturdays.

**Benefits:** Two weeks' equivalent vacation and sick leave. One paid personal day. Paid federal holidays. Eligible for health and dental insurance.

**Accountability:** Reports to the Assistant Library Director

**Deadline:** Open until filled.

**Job Offer:** Offer of employment is contingent upon approval by the Library Board of Trustees.

Criminal background check required.

**To Apply:** E-mail cover letter, resume, and three professional references to Tessa Narducci, Assistant Library Director [tnarducci@conwaypubliclibrary.org](mailto:tnarducci@conwaypubliclibrary.org)

Please use the subject line "Youth Services Assistant Position" when submitting your application.