



Job Title: *Youth Services Assistant*

The Conway Public Library seeks an energetic, outgoing, creative, friendly and tech savvy team member to provide a high level of service in the area of children's services.

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

Training, Skills and Experience: College Degree required. 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. Comfort using a wide range of social media platforms preferred. Exceptional written and verbal communication skills.

Salary: \$17 per hour. Position is eligible for a 3% raise after six months.

Hours: 20 per week

Schedule: 3-4 days per week with some evenings and weekends

Benefits: Two weeks' equivalent vacation and sick time. Library is closed all Federal holidays. One personal day. Health Insurance available with library covering approximately 40-45% of the cost depending on which plan you select.

Accountability: Reports to the Head of Youth Services

Deadline: Open until filled.

Job Offer: Offer of employment is contingent upon approval by the Library Board of Trustees. At its expense, the library will conduct a criminal background check of the person offered the position.

To Apply: Send a cover letter, resume, and three professional references to David Smolen, Library Director, via email. dsmolen@conwaypubliclibrary.org. Use the subject line "Youth Services Assistant Position" when submitting email.