CONWAY PUBLIC LIBRARY

JOB TITLE: Youth Services Assistant / Outreach Coordinator

The Conway Public Library seeks an energetic, outgoing, creative, friendly and tech savvy team member to provide a high level of service in the areas of children and adult programming as well as general community outreach.

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. Plans and publicizes programs for adults.

Accountability:
Reports to the Head of Youth Services for children matters.
Reports to the Library Director for adult programming and outreach matters.

Youth Services Duties and Responsibilities:

- Working with the Head of Youth Services, develop, conduct, and publicize library programs in-person and online for children.
- Provide outreach to area schools, daycares, preschools, and homeschoolers.
- Conduct "story time" programming for children up to age 4
- Develop content such as newspaper articles, social media posts, and articles for Constant Contact e-mail newsletter.
- Make recommendations to Head of Youth Services on the selection, replacement, and weeding of children's materials.
- Assist the public in the selection and interpretation of children's material.
- Assemble and arrange displays.

Outreach/Adult Programming Duties and Responsibilities:

- Working with the Library Director, develop and publicize library programs for adults.
- Develop content such as newspaper articles, social media posts, and articles for Constant Contact e-mail newsletter.
- Direct volunteers as necessary.
• Assist at circulation or reference desk as needed.
• Attend workshops and professional meetings.
• Perform other related work as required.

**Training, Skills and Experience:**

College Degree desirable. 3-5 years’ experience working with children required, preferably in a library 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.

**Schedule:** Five days per week with some evenings and Saturdays

**Salary:** $17 per hour, 40 hours per week.

**Benefits:** Two weeks' vacation and sick time. Two personal days. Excellent benefits package includes health insurance and participation in the NH Retirement System.

**Deadline:** Open until filled.

**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.