



Mission:

Cazenovia Public Library **strengthens community** by

- Engaging our history
- Connecting people
- Inspiring life-long learning
- Transforming lives

**Youth Services Assistant (Part Time)
Job Description**

Reports to: Library Director

Pay: \$13.50 per hour

Hours: 20 hours/ week including possibility of some weekend and evening hours

Summary:

We are looking for an energetic, highly motivated part-time employee who believes in providing excellent customer service to children and parents.

The successful candidate must be friendly, hard-working, and creative.

General Statement of responsibilities:

To support the mission of the Cazenovia Public Library and be aware of and promote library services and programs. This position champions customer service, the use of library resources and responsiveness through interactions between and among library staff and the public as well as a desire to share early literacy activities and programs for the Library's youngest patrons and their families.

Examples of Duties:

- Assist Youth Service Education Coordinator with program prep
- Assist Museum Educator with museum programs for students in the Library and in the classroom
- Create programs for children and teens ages birth to 18
- Present story times at the Library and at off-site locations
- Attend training sessions to update skills
- Other duties as assigned by Director

Skills needed:

- Passion for books and other library resources and programs
- Ability to make people feel welcome
- Previous experience working with children
- A large degree of comfort with technology
- Excellent organizational skills
- Ability to work well independently and as a member of a team
- Willingness to constantly learning new skills

Interested applicants should email their resume to Library Director, Betsy Kennedy, at Bkennedy@midyork.org.

Anticipated Start Date of December 1, 2021.