

JOB DESCRIPTION

Part Time Children's Assistant

Northeast Harbor Library

The Northeast Harbor Library seeks a part time Children's Assistant to join our collaborative team to support children's services and circulation at the library. Includes Saturday hours and some evening hours.

Duties

- Work regular circulation desk shifts in both the children's room and main desk: checking items in and out, shelving, answering phones, assisting patrons.
- Assist Children's Librarian with children's programming, including storytimes, after school clubs, and special events.
- Lead Saturday storytimes for families.
- Assist Children's Librarian with school classes as needed and provide back up support when the Children's Librarian is out.
- With the Children's Librarian, help to create a welcoming environment for children and families.
- Staff and oversee the children's room on Saturdays. Saturday hours are 9-3 in the winter and 9-5 the rest of the year.
- Other duties as assigned.
- This is a 22 hour per week position, including Saturdays. There is the possibility of additional substitute hours.

Qualifications:

The Children's Assistant is an at-will position operating under the direction of the Library Director, with some day to day supervision by the Children's Librarian. The ideal candidate will have customer service experience and some experience working with children. Employment is contingent on a successful background check through the Maine Department of Education.

To apply, please send a cover letter, resume, and contact information for three references to:

Amy Wisehart, Library Director

awisehart@nehlibrary.org

This position will remain open until filled. Applications received by Wednesday, January 15th will receive priority.