

Part-Time (10hrs/week) Children's Programming Assistant

Frost Free Library, Marlborough, NH

Job Summary:

Frost Free Library, a vibrant and community-focused public library located in Marlborough, NH, is seeking a creative and enthusiastic individual to join our team as a Children's Programming Assistant. This part-time position will play a crucial role in organizing and facilitating entertaining and educational programs for children of all ages in our small rural community.

Responsibilities:

- **Program Development:** Collaborate with the library team to create and implement a variety of engaging and age-appropriate programs for children, including storytimes, arts & crafts activities, STEM learning programs, and other events.
- **Facilitation:** Lead interactive and dynamic programs, ensuring a positive and inclusive atmosphere for children and their families. Foster a love for reading, learning, and creativity through well-planned activities.
- **Event Coordination:** Manage the logistics of children's programs, including setup and cleanup, coordination of materials, and any necessary communication with participants. Ensure a smooth and enjoyable experience for all attendees.
- **Circulation Desk:** Provide excellent customer service to library patrons at the circulation desk. Stay up to date on the library's current policies and procedures.
- **Collaboration:** Coordinate with other library staff to integrate children's programs into the overall library schedule and activities. Work with the library director to accurately and effectively promote children's programs.
- **Transport children's program supplies up and down stairs to and from the upstairs storage area when necessary.**

Qualifications:

A successful candidate will have:

- **Passion for Children's Services:** Demonstrated enthusiasm for working with children and creating positive, enriching experiences for them.
- **Creativity:** Ability to develop and execute creative and age-appropriate programs that align with the library's goals and the community's needs.
- **Excellent Communication Skills:** Strong interpersonal and communication skills, with the ability to interact effectively with children, parents, and library staff.
- **Reliability:** Consistent and punctual attendance, especially on Fridays and Saturdays during scheduled programming hours.

- Customer Service Experience: Previous experience in a customer service-oriented role is desirable.
- Team Player: Ability to work collaboratively within a small team and contribute to the overall success of the library.
- Background Check: Successful completion of a background check.

If you are passionate about fostering a love for learning and reading in children and have the creativity and enthusiasm to develop and implement engaging programs, we invite you to apply for the position of Children's Programming Assistant at Frost Free Library. Join us in creating a positive impact on the lives of children and families in our community.

To apply, please submit your resume and a cover letter outlining your relevant experience and interest in the position to Henry Barker at hbarker@frostfree.org. This position is open until filled.