

POSITION AVAILABLE AT THE FLINT

Flint Public Library

1 South Main Street,
Middleton, MA 01949

Position Title: Children's Librarian Assistant

FT Benefitted 28 hours/week \$19.69/hr

The Flint Public Library is looking for a new Children's Librarian Assistant. The ideal candidate will be friendly, cheerful, detail-oriented and love working with children. The Children's Librarian Assistant will work closely with the Children's Librarian to help at the Children's Room circulation desk as well as plan and implement programming for children and their families. Duties include, but are not limited to: program research, selection, contracting, payment, grant writing when possible, publicizing, troubleshooting, hosting, coordinating with presenters and their needs, and evaluation; Duties also include assisting on the circulation desk as needed, selection, cataloging and processing of some materials. The holder of this position is expected to maintain an events calendar of meetings and children's programs held at the library, and post events online in the online calendar.

Education and Experience:

Required: Bachelor's Degree; Library/Program/Publicity experience preferred; Experience with online calendar software a plus; ability to create engaging posters and monthly calendar handouts; a love of working with children in a busy creative environment.

Knowledge, Skills and Abilities:

Required: Pleasant manner, commitment to public service, energy, enthusiasm, flexibility, creativity, a sense of humor, excellent communication and organizational skills.

Preferred: Previous experience in community programming development, knowledge of computers and online data entry systems, experience working with an automated library system, marketing experience, proficiency in MS word and publisher.

This position requires the ability to interact tactfully and appropriately with the public, the ability to treat patron's requests with respect and confidentiality, the ability to multi-task in a busy work environment with the public and co-workers, and the ability to conduct oneself in a professional manner in the library, the community, and on social media.

This job will be posted until filled.

Interested candidates should send a cover letter and resume to Melissa Gaspar, library director, at mgaspar@flintpublib.org

A Massachusetts CORI check and health screening is required of every Flint Public Library Staff Member.

updated 10/18/2018