



PHELPS LIBRARY

8 BANTA STREET, SUITE 200, PHELPS, NY 14532

(315) 548-3120 ♦ WWW.PHELPSLIBRARY.ORG

CHILDREN'S PROGRAMMING SPECIALIST

DESCRIPTION

Under the supervision and general direction of the Library Director, this employee performs customer service, materials circulation, and children's curriculum coordination at the Phelps Library. Work is evaluated through observation while work is in progress and by inspection of completed assignments. It is a part-time position that includes some evening and weekend work.

COMPENSATION: This is a PART-TIME position. \$12.00 per hour, 12-15 hours per week. **The Phelps Library is an Equal Opportunity Employer and values diversity at all levels of its workforce.**

ESSENTIAL JOB FUNCTIONS

- Coordinate and implement Progressive Preschool Story Hour, Summer Reading and special children's programs
- With Director, arrange children's room and displays to create an attractive and inviting environment to promote reading
- Maintains working knowledge of library materials, especially children's materials.
- Provides and maintains top quality customer service
- Performs OWWL circulation tasks
- Assists and instructs patrons in the use of library resources, tools and technology
- Operates standard library equipment such as computers, printers, copier, fax machine, DVD players, televisions, and disc cleaning/repair machine
- Ability to interpret and implement policies and procedures
- Attends appropriate workshops and training meetings
- Other duties and responsibilities as assigned by the Director

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Self-motivated, patient and exercises initiative
- Working knowledge of computers beyond basic computing
- Working knowledge of makerspace tools and technology

- Ability to communicate effectively in writing and orally
- Ability to pick up and carry 25 pounds
- Ability to willingly attend and participate in training sessions
- Interact positively with staff, volunteers, library patrons, and community
- Interested in current and innovative library trends
- Performs other duties as assigned.

EMPLOYEE SAFETY

This employee is responsible for the use of safety devices and protective equipment in order to minimize the frequency and severity of work-related accidents. The employee is responsible for using safe practices and methods in the operation and supplies related to their job. The employee is further responsible for reporting any conditions within the building or grounds that may be hazardous to employees, volunteers, or staff assigned to the building to the appropriate administrator.

BENEFITS: Paid Time Off, PFLA Employee Tax paid by Library into an HSA account, Flexible hours.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE

High School Diploma. Education and experience beyond high school is desirable. Experience with, or interest in learning, STEAM (Science, Technology, Engineering, Arts, & Math) programming preferred.

REQUIRED LICENSES AND CERTIFICATES

None

Phelps, New York, is located in the heart of the Finger Lakes region, known for its beautiful lakes and vineyards. Phelps, a charming village and expansive township with thriving businesses, was once known as the Sauerkraut Capital of the World and holds an annual Sauerkraut Weekend each August. Phelps has a wide variety of dining venues and a unique experience to taste local wine and beer, which one can enjoy all while relaxing and overlooking the lovely Flint Creek Falls. There are several parks within walking distance where one can splash in the creek or enjoy a picnic. Located between Rochester and Syracuse, there is access to a wide variety of educational and cultural activities.

For further information, please visit www.phelpslibrary.org/careers. Apply via email with a meaningful cover letter and resume as Word or PDF attachments to phelpslibrarydirector@owwl.org. **This position will close August 16, 2019.**

The Phelps Library is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act and/or applicable state regulations, the Phelps Library will provide reasonable accommodations to qualified

individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with a member of management.