

## **Job Description: Summer Reading Program Instructor Newton Public Library**

### **POSITION SUMMARY:**

The SRP Instructor will be responsible for planning and implementing weekly STREAM (science, technology, reading, engineering art, math) activities for children in grades K-4 during the Library's Summer Reading Program 2023. The instructor should have experience planning educational activities for children, and be comfortable and confident leading groups of approximately 30 children. This is a temporary, seasonal position.

**HOURS:** Approximately 10 hours weekly, including planning, preparation and implementation, during 8-week Summer Reading Program (June 5-July 28). Planning hours may begin in April or May, but in-person programs would begin no earlier than June 5. Programs will be scheduled for Tuesday/Wednesday or Wednesday/Thursday mornings, with both sessions having the same content. Hourly, temporary position – non-exempt for purposes of Fair Labor Standards Act.

**WAGE:** \$17/hour

**SUPERVISED BY:** Children's Services Coordinator.

### **ESSENTIAL FUNCTIONS:**

- Plan and implement weekly STREAM activities for children in grades K-4 that are engaging and informative
- Schedule and communicate with possible outside presenters for the weekly sessions and provide any invoices to Library Director
- Prepare lists of necessary supplies ahead of each session for timely purchasing
- Provide descriptions and details of each program to Children's Services Coordinator in timely manner for inclusion in promotional materials
- Take accurate counts of groups for statistical tracking purposes
- Set up and run any necessary technology for each session (projector, laptop, screen, TV, etc.)
- Prepare any needed materials ahead of time (print-outs, etc) using library equipment

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to work as a team and demonstrate respect for all persons, including patrons and co-workers
- Ability to comprehend and follow instructions in written and verbal form.
- Ability to create a welcoming environment for public and staff.
- Ability to maintain confidential information.
- Ability to take charge and deal effectively with crises.
- Ability to work in a self-motivated manner with attention to detail and cost-effective solutions.
- Knowledge of English grammar, spelling and composition.
- Knowledge of time-management skills with ability to set priorities in order to meet assignment deadlines.

**EDUCATION AND EXPERIENCE:****Preferred:**

- Experience in elementary education

**MENTAL AND PHYSICAL ABILITIES:**

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; sit, walk, use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee may on rare occasion lift and/or move by pushing or pulling up to 50 pounds. Must be able to have physical stamina to provide active service to children during sessions. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

**WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Stressful situations may occur when dealing with the public.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.*