

## **Job Description: Children's Program Instructor Newton Public Library**

### **POSITION SUMMARY:**

Plan and facilitate 1-2 monthly reading and STEAM (Science, Technology, Engineering, Art and Math) programs for children (grades K-4). Programs may include Early Reader Book Club, First Chapter Book Chats, and/or other STEAM-focused activities. Work as part of a team with other library staff members, demonstrate flexibility and a positive attitude, and contribute to the overall successful operation of the library.

**HOURS:** Hourly, part-time (4-8 hours/week). Programs run September-May, between the hours of 3-6 PM, with the possibility of continuing some programs through the summer. Non-exempt for purposes of Fair Labor Standards Act.

**WAGE:** \$20.50/hour.

**SUPERVISED BY:** Children's Librarian, Assistant/Executive Library Directors

### **ESSENTIAL FUNCTIONS:**

#### **Specialized:**

- Plan and facilitate 1-2 monthly after school programs for children (grades K-4), which may include Early Reader Book Club and/or First Chapter Book Chats.
- Work closely with Children's Librarian to ensure engaging, developmentally appropriate content is incorporated into programs.
- Develop and submit supply requests to the Children's Librarian in a timely fashion.
- Maintain attendance records for each program.

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

- Knowledge of children's literature
- Knowledge of age-appropriate educational benchmarks
- Computer literacy; must be competent in usage of laptop computer and presentation software such as Microsoft PowerPoint.
- Ability to run and troubleshoot audiovisual equipment for program usage.
- Ability to work independently with minimal supervision.
- Ability to create a welcoming environment for the public and staff.
- Bilingual (English/Spanish) preferred.

### **EDUCATION AND EXPERIENCE:**

#### **Required:**

- BA/BS from an accredited institution, preferably in elementary education, or commensurate combination of education and experience

- Experience working directly with children and families

**Required Licenses or Certification:** Successful completion of pre-employment screening tests including Drug and Alcohol, Physical Examination and Criminal Background Check.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. Physical requirements include the ability to stoop, bend, stretch and change positions while conducting story time. Ability to set up and take down tables, chairs, and meeting room furnishings is required.

**Work Environment**

This position operates inside the library and utilizes office equipment. There may be some work outdoors at special programs and events. This is a fully on-site position.

Newton Public Library is an Equal Opportunity and ADA/AA Employer and values diversity in its workforce