



585.359.7092
hplinfo@libraryweb.org

Henrietta Public Library
625 Calkins Road
Rochester, NY 14623

Part-Time Children's Library Event Assistant

June 3, 2022

Do you love the idea of being onstage, with an enthusiastic audience hanging on your every word? Do you take delight in the antics of young children? Then this might be the job for you. The Henrietta Public Library is searching for a part-time Library Assistant who will implement events for children ages zero to twelve. We are a progressive and friendly library serving a diverse community and invite applications from candidates interested in joining our magical team.

All of Our Staff

- Loves to learn and welcomes new ideas in a constantly changing library environment.
- Takes pride in providing exceptional customer service.
- Is enthusiastic, welcoming, playful, resourceful, flexible, and eager to work as part of a team.
- Communicates clearly and constructively.
- Shows compassion to each other and our community.
- Looks for creative opportunities to serve and fulfill our mission.
- Is comfortable with integrating new technology into traditional library services.

Job Responsibilities

- Plan and implement programming for children, with an emphasis on early literacy.
- Assist library patrons with general information requests and reading recommendations.
- Provide children's department outreach to community groups.
- Assist librarians with special projects that may result in hilarity and mayhem.

Special Qualifications

- A desire to bring the magic of books and libraries to children and their families
- Background in literacy and education is a plus
- Ability to lead high-energy events up to one hour in length and wrangle wily toddlers
- Physical demands commensurate to job description

Pay

\$18.68 per hour

Hours

16 hours per week. One evening shift per week. One (four-hour) weekend shift (Saturday) every other week.

Minimum Qualifications

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree.



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Statement of Nondiscrimination

We are committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the organization and are valued for their skills, experience, and unique perspectives. This commitment is embodied in our policies, brand, and strategic planning, and this is an important principle of sound business management.

The library is an equal opportunity employer that complies with state and federal fair employment laws and regulations. The library does not discriminate in recruitment, training, promotion, or other terms of employment on the basis of race, creed, color, sex, sexual orientation, gender identity, age, national origin, disability, veteran's status, and military service.

To Apply

Please send resume and a short cover letter to Megan Stoffel, Children's Librarian, Henrietta Public Library, 625 Calkins Road, Rochester, NY 14623 or megan.stoffel@libraryweb.org. In your cover letter, please talk about one idea that you have for an event that would be a good fit for the children who visit the Henrietta Public Library. Applications must be received by Friday, June 24.