



Durham Public Library

Children's Library Assistant, Part-time, Durham Public Library

Children's & Young Adult Services Department

Position Description: Creative, patient, friendly person needed to join a dedicated staff in the Durham Public Library's busy Children's & Young Adult Department. Candidate must enjoy working with children; have good communication skills, both oral and written; be computer literate, comfortable assisting patrons, able to lead programs such as storytimes for children and events and activities for teens. Must be familiar with children's and teen literature, social media, and computer technology.

Hours: Mondays and Wednesdays: 2:00-8:00 p.m., and
Alternating Saturdays: 10:00-5:00 p.m.

Responsibilities:

- Prepare crafts, design displays, and assist in general upkeep of the children's and young adult areas.
- Work with Children's Librarian to develop the children's and young adult collections.
- Provide strong customer service; perform outreach to the schools and the community.
- Demonstrate excellent verbal and written communication skills, and the ability to work collegially.
- Plan and perform children's and young adult programs in collaboration with the Children's Librarian including planning, scheduling, and overseeing summer reading programs.
- Assist children, young adults, and adults with reference questions and help connect them to materials and information.
- Process and shelve materials and perform circulation duties as needed.
- Other responsibilities as assigned.

Minimum Qualifications: Bachelor's degree and some library experience preferred. Experience working with children; good organizational skills; knowledge of children's literature; solid computer skills, automated circulation system preferred; ability to work independently; good sense of humor. A background check is required.

Salary: Starting pay \$13.97/hour.

Position open until filled. Send resumes to ekleinmann@ci.durham.nh.us, Attn: Lisa Kleinmann

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Tasks require the ability to exert light physical effort in carrying and shelving books, and in performing other typical library functions. The employee must regularly lift and/or move material weighing up to 35lbs. May be required to push or pull book trucks weighing up to 150 pounds. Vision and hearing at, or correctable to, normal ranges is necessary. Depth, color, peripheral, and distance vision routinely required. Standing, sitting, kneeling, squatting, and reaching routinely required.