

HELP WANTED

Part Time Storyteller/Library Assistant Opening Whippanong Library

The Whippanong Library has an immediate opening for a Storyteller/Library Assistant. The Storyteller will keep young children engaged and returning for storytime. The candidate must have experience working with young children, experience organizing children's STEM and non-STEM programs, and experience working in a library or similar setting. As Library Assistant, perform Circulation Desk responsibilities.

The Storyteller organizes and performs three storytime sessions for newborns through pre-K, creating a positive library experience for them via stories, song, movement, and light crafts. Sessions are currently virtual but might be on-site later in the year.

The responsibilities of the Storyteller part of the position are, but not limited to:

- Organize, arrange, and lead programs for newborn through grade 3. For up to grade 3 special programs throughout the year, and annual Makers Day. For Summer Reading Program, organize, arrange, and lead STEM (primarily) and non-STEM programs and other activities
- Budget oversight for programs and activities for newborn through grade 3
- Lead crafts and other activities for up to grade 3. Create craft kits
- Additional duties as assigned

The responsibilities of the Library Assistant part of the position are, but not limited to:

- Circulation Desk – circulate and discharge materials, answer the telephone and call patrons, collect fines and fees, reserve museum passes, register program attendees, wipe down returned items, shelve returned materials, etc.
- Additional duties as assigned

Overall Qualifications/Requirements

- Must be reliable, organized, punctual, creative, patient, technically savvy, professional, pleasant demeanor, able to work independently and as part of a team, is comfortable with technology, and flexible and reliable regarding responsibilities and schedule. Must be experienced with Zoom hosting and taping and posting on YouTube. Familiarity with Polaris/Leap, Word, and Excel a plus. Be able to bend, kneel, and stretch

Hours

Regular work shifts are Monday evening, Tuesday morning, one additional morning or afternoon for storytime prep or leading a program, 2 Saturdays every month, and potentially other shifts as assigned or as needed by Library; approximately 9 hours/week, more when a Saturday is worked.

How to Apply

Email a brief cover letter, resume and three references to Rochelle Levin at director@whippanong.org with Storyteller in the subject line. No phone calls or faxes.