

**Amenia Free Library
Programming Assistant 2 Job Description**

We are looking to hire a second Programming Assistant!

The primary focus for this position will be creating, organizing, and executing the Library's programming schedule for our community, along with our other Programming Assistant. This includes programs for all of our patrons, ranging from infants and children, to teens, adults, and seniors. Staffing the Circulation Desk and other assigned tasks are a part of this position.

We are looking for someone who is warm and welcoming to all our patrons, and is also energetic, flexible, and organized, to help create and continue to boost our Library's offerings of programs. This position will be under the supervision of the Director.

Specifics of the Position:

This will be a Part-Time position, between 20 and 25 hours a week. Occasionally, programs will be outside of our operating hours.

2-3 Saturdays a month are required, as all of the staff rotate this shift.

Must be able to provide excellent customer service to all of our patrons.

Ability to work independently and in a team environment.

Strong interpersonal, oral, and written communication skills.

Outstanding creativity, organizational, and multitasking skills.

The starting pay will be \$16.00 an hour.

Requirements for the Position:

A high-school degree/GED is required. An Associate's or Bachelor's Degree is preferred.

Strong computer and technology skills are a must, including, and not limited to: email services, Google and Microsoft products, E-Resources provided by the Library, and troubleshooting across a variety of technological devices.

Must be able to bend, lift, and carry library materials up to 40 lbs., including up and down stairs.

Please email a letter of interest and resume to director@amenialibrary.org.

The Amenia Free Library is an equal opportunity employer. All applicants will be considered for employment, without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.