Amenia Free Library
Programming Assistant Job Description

We are seeking a dynamic and enthusiastic individual to join our team as a Library Programming Assistant!

This role involves creating and planning a variety of programs and events to meet the needs and interests of the community, including but not limited to author talks, book clubs, children's story hours, educational workshops, and cultural events. Additionally, staffing the Circulation Desk, assisting patrons with inquiries, and other assigned tasks are a part of this position.

The ideal candidate will be warm and welcoming to all our patrons. Additionally, the candidate will have strong organizational, creative, and communication skills.

This position will be under the supervision of the Director.

Specifics of the Position:

The starting pay will be $20.00 an hour.

This position is part-time, typically involving 20 to 25 hours per week. These hours are spread over 3 to 4 days each week. There may be occasions when programs occur outside of our operating hours.

2-3 Saturdays a month are required, as we all rotate this shift.

Ability to work independently and in a team environment.

Requirements for the Position:

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

Possesses a range of technological skills, such as proficiency in Google and Microsoft products, managing email services, utilizing digital resources available through the Library, and adept troubleshooting across various technological devices.

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

To apply, please submit a cover letter and resume to director@amenialibrary.org.

Applications will be reviewed on a rolling basis until the position is filled.

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.