

NOW HIRING!

Summer Assistant to the Youth Services Librarian at Vienna Public Library

A great summer job for college or high school students who want to work in education or kid's programming!

Objective

To support the Youth Services Librarian in the planning and execution of the library's summer reading program.

Position Summary

The summer assistant is a temporary position. They will serve under the Youth Services Librarian and their primary function will be preparing and implementing activities throughout the summer. They will work with the Youth Services Librarian and the library staff to ensure the Summer Reading Program is a fun and motivational experience for all participants.

Description of Duties

Organize and prepare materials for activities and events; count attendance at events; assist and guide volunteers; input registration data; assemble displays in library spaces; track reader progress; help with day-to-day maintenance of Kid and Teen spaces at the library; assist Youth Services Librarian in any and all elements of the Summer Reading Program and Youth Services at the Vienna Public Library.

Qualifications

Candidate should be positive, energetic, and flexible. You should be able to think quickly on your feet and readily engage kids and teens of all ages. You must be organized, punctual, and courteous. Candidates need to be comfortable staying on their feet for 2 or more hours. You must enjoy working with kids and teens. You must be able to pass a background check.

Hours & Pay

The assistant will work from May 28th to July 26th for 16 hours a week. Hours will vary each week depending on program times. Assistant must have open availability throughout the week including day and evening hours, Monday through Friday.

Pay Rate: \$9.50/hour