

## **NOW HIRING!**

### **Summer Assistant to the Youth Services Director 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 Director 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 Director and their primary function will be preparing and implementing activities throughout the summer. They will work with the Youth Services Director 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 Director 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. Candidates should be comfortable speaking and performing in front of groups and be able to engage parents and kids in a group setting. 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 pass a background check. Education and/or Library Sciences background preferred, but not required.

#### **Hours & Pay**

The assistant will work from May 29<sup>th</sup> to August 4<sup>th</sup> for 20 hours a week. Hours will vary each week depending on program times, but assistant must be available all day (10 am – 8 pm) on Tuesdays and Thursdays.

Pay Rate: \$9.00/hour