



## **Part-Time Library Assistant (two positions available): Children's Room**

The Katonah Village Library is seeking an energetic, creative, and organized Library Assistant to join our Children's Room team. This part-time position (3 weekdays per week) plays a key role in supporting the daily operations of our lively Children's department. This is an ideal role for someone who is creative, enjoys working with young children and caregivers/families.

### **Key Responsibilities**

- Provide friendly, welcoming customer service to children, caregivers, and families.
- Assist and support the children's librarian in creating, planning, promoting, and executing children's programs from start to finish, including storytimes, crafts, our summer reading program and other seasonal events. Includes program setup, cleanup, and preparation.
- Process new children's books and other materials (labeling, covering, stamping, and entering into the catalog) with support from the children's librarian.
- Perform circulation duties including checking materials in and out, shelving, and managing holds.
- Help young children and caregivers/families find books and resources.
- Help maintain a welcoming and organized Children's Room through shelving, displays, bulletin boards, and general upkeep.
- Assist with additional projects as needed.

### **Qualifications**

- Reliability, flexibility, and a positive attitude
- Strong communication and interpersonal skills
- Prior experience working with young children is highly desirable.
- Ability to work in an active environment, working both independently and collaboratively as part of the Children's Room team.
- Basic computer proficiency and willingness to learn library systems and digital tools needed to complete tasks. Opportunity for training will be provided.

- Spanish-speaking is a plus but not mandatory.

### **Salary, Benefits & Schedule**

- **Hourly Rate:** \$23/hour
- **Benefits:** Paid vacation, sick and personal days; option to participate in the New York State and Local Retirement System (NYSLRS).
- **Schedule:** Three weekdays per week totaling 21 hours per week, and a willingness to provide coverage on additional days if needed.

**To Apply:** Please send your resume and a brief cover letter to [director@katonahlibrary.org](mailto:director@katonahlibrary.org) with the subject line **Children's Room Assistant Application**.