



John C. Hart Memorial Library

Yorktown's Community Library

Programming Assistant: Part-Time John C. Hart Memorial Library

Duties and Responsibilities

- Supports the Librarian's in planning a robust schedule of inperson, hybrid and virtual programs for patrons.
- Assists with and executes in-person, virtual and hybrid programs, including managing or coordinating technology needs, room set-up and clean up tasks.
- Ensures the Library event calendar is up to date.
- Maintains a professional demeanor in all interactions.
- Assists with the promotion of programs, under the direction of the Head of Adult Services. May assist in writing newspaper articles and creating promotional posters.
- Participates in and represents the library in community relations activities.
- Greets and assists Library patrons with a welcoming demeanor.

Qualifications

- A strong commitment to customer service is essential.
- Ability to communicate effectively verbally and in writing.
- High degree of flexibility and ability to frequently change focus.
- Exemplary organizational skills and attention to detail.
- Excellent public service rapport and patience when working with people of all ages and abilities.
- Ability to meet deadlines and willingness to reprioritize as needs evolve
- Strong technology skills including Canva, MS Office, Google Workspace, PCs, Macs, and tablets

Education and Experience:

- Bachelor's Degree is preferred. A high school diploma (or equivalent) and applicable work experience may be substituted.

Compensation: \$20 - \$25 per hour, depending on qualifications and experience.

Hours will vary, may include nights and weekends. 6-10 hours per week.

To Apply: Interested Candidates please submit your resume and cover letter to hiring@yorktownlibrary.org