

ACTIVITIES ASSISTANT

The Apalachicola Margaret Key Public Library is seeking an Activities Assistant for Summer programs at the library. Duties will include assisting in the advertising, preparation, and hosting of daily kids and teens programs, on a part-time basis from May 15th to August 15th. Applicants should have an enthusiastic, energetic, and professional demeanor, along with some prior experience in children's programming or teaching. Position requires being flexible and adaptable to kids and families, supervising and participating in activities responsibly with kids and teens, and guiding programs to facilitate learning and fun.

Applicants should be self-motivated, able to follow and expand on basic directions, and must possess a passion for working with kids and teens. Job description and compensation details are below. Submit resume and three references to Apalachicola Library Director, Lucy Carter at lcarter@cityofapalachicola.com.

JOB DESCRIPTION

The Activities Assistant along with the Coordinator creates a welcoming, pleasing, creative, vibrant and dynamic space for children, teens, and families in the library setting. The Assistant collaborates with the Coordinator to plan and advertise reading and family literacy activities, as well as directly preparing materials, guiding the activities, and cleaning up afterwards. Reports to the Activities Coordinator, staff, and Director.

RESPONSIBILITIES

- Supervise kids ages 3+, teens, and families in library programs; with a priority on safety and engagement.
- Cheerfully guide and direct kids, teens, and families throughout the duration of the library programming event.
- Assist in planning and publicizing programs for kids, teens, and families following the Summer Reading theme 'Oceans of Possibilities'.
- Help prepare materials for advertising through newspaper and radio, flyers to distribute around town, and Internet publicity – Community calendar(s) of events, Library's web page, and social media accounts.
- Assist in maintaining a cooperative relationship with schools, preschools, daycares, Headstart, and other agencies.
- Take statistics for programs and events, as requested.
- Create bulletin boards, window displays, and book displays to promote library programs and reading.
- Prepare materials and demonstrate activity with enthusiasm and good cheer.
- Clean up spaces before and after programs and events.
- May perform other library duties, as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrates clear ability to work and interact with children and teens.
- Ability to independently prepare materials for programs with limited instruction.
- Committed to public service values: Must be patient and helpful with all patrons.
- Competent using Windows operating system, basic office software, web browsing and search engines skillfully. Responsible internet and social media management.
- Sensitive to patron privacy and intellectual freedom issues.
- Highly flexible, can lead some activities independently, as needed.
- Cooperative attitude, capable of working alongside staff, and volunteers, under management of Activities coordinator.

OTHER REQUIREMENTS

Must be punctual, dependable, and available to work days, and limited weekend shifts to fulfill the staffing needs of the library's services and programs. Ability to supervise and work well with people of all races, ethnicity, socio-economic status, etc. from ages 3+. Hiring will be contingent on satisfactory passage of a background and fingerprinting check.

COMPENSATION

\$12 per hour. Approximately 20 work hours per week. Beginning May 15th- August 15th. No benefits provided.

ITEMS TO NOTE

Physical Demands— • Nature of work requires an ability to effectively communicate and exchange information, collect, compile and prepare work documents operating standard business office equipment. • Manual dexterity and physical ability to perform tasks. (i.e. repeated lifting up to 35 lbs., continual standing, reaching, bending, and walking).

Work Environment— • Majority of the work is performed in a general office/library environment. May frequently be outside. • Requires availability for extended or nontraditional hours as needed to perform job duties. • Requires periodic participation and attendance at related library events and training.

Disclaimer— The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.