

The Farmington Libraries is seeking an enthusiastic and creative part-time Children's Services Assistant to join the dynamic Children's Services Team at the Main Library. In this role the Children's Services Assistant will have the opportunity to plan and execute children's programs, engage in collection development and management, and provide readers' advisory. The ideal candidate will have experience working in a children's department in a library or in an early childhood education setting, a solid knowledge of children's literature and childhood development, and exceptional customer service skills.

Under the direction of the Director for Children's Services, the Children's Services Assistant works closely with the children's staff to develop programs and services for children aged birth through grade 6. Job responsibilities will include:

- Creating and executing programs for children, with the ability to include early literacy and fine and gross motors skills where appropriate
- Providing reader's advisory at the children's reference desk for children, caregivers, and educators
- Engaging in collection development and maintenance
- Conducting outreach within the Farmington community
- Collaborating on creating displays, reference materials, and engaging spaces

*The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.*

Minimum Education and Experience Requirements:

- B.A., B.S., or equivalent combination of education and experience
- Minimum three years' experience working with children in a school or library environment
- Demonstrated understanding of childhood development
- Demonstrated general knowledge of children's literature
- Demonstrated ability to work both independently and collaboratively
- Ability to prioritize tasks
- Ability to adapt to modern technologies; proficiency in Microsoft Office Suite preferred
- Effective communication skills

**Mental and physical requirements:**

*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.*

# THE FARMINGTON LIBRARIES

Service. Experiences. Resources.



*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Must be able to perform continuous bending, twisting, stooping, reaching and lifting of moderate to heavy weight material up to 25 lbs. and have the ability to push book trucks with up to 150 lbs. of materials.
- Must be able to walk, sit and stand for extended periods during the shift.
- Vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- Ability to keep his/her composure with the public and co-workers in everyday, stressful situations.

Hours: 28 hours per week, including one evening per week and regular Saturday rotation is required.

Salary Range: \$22.15 - 29.52/hour based on experience and qualifications. This is a non-benefited position with pro-rated leave.

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Must have a current driver's license and pass a required background check.

The Farmington Libraries is an equal opportunity employer.

Please email a resume and the names of three professional references to: Monique Kucia, Assistant Director for Finance and Administration, The Farmington Libraries, 6 Monteith Drive, Farmington, CT 06032, [mkucia@farmingtonlibraries.org](mailto:mkucia@farmingtonlibraries.org). Review of applications will begin August 27, 2024, and remain open until filled.