



## **Job Vacancy Notice**

<b>Position:</b>	Library Assistant, Step 1 / Program Specialist
<b>Location:</b>	Programming & Outreach Department-Hammond Branch
<b>Appointment:</b>	Full-Time
<b>Weekly Hours:</b>	35 hours per week
<b>Hourly Pay Rate:</b>	\$9.82

We are looking for a dynamic, energetic, and creative individual, capable of working independently and as part of a team. This person is responsible for teen and children's services as well as library outreach. The employee will plan and implement exciting programs which are educational and entertaining for youth in the library and in the community for all ages.

This is a full-time entry level position in the library.

### **Primary Responsibilities**

- Plan, schedule and implement in-house programming including programs for children 6-48 months and their caregivers, teen and tween clubs, game and movie events, and art & craft activities, etc.
- Plan, schedule and implement outreach programming, which can include music and movement, crafts, book clubs, gaming programs, etc. to meet the needs of the community.
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- Decorate and organize the teen area, including creating imaginative and inviting bulletin boards and book displays as well as interactive passive programming.
- Create literature based programming for youth both in the library and in the community.
- Communicate in a friendly, effective and professional manner with library staff and the public.
- Function as an integrate team member for both Hammond Branch and the Outreach Department.

### **Qualifications**

- Potential candidates must possess a high school diploma, as well as customer service and computer skills. The candidate must be able to interact and communicate effectively with staff members and the public. The ideal candidate will possess a minimum of 60 college credits and a background in children's literature.

### **To Apply:**

Visit us online at <http://www.tangilibrary.com/AboutUs/Employment.aspx> to complete an application.

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