

Job Posting: Children's Story Hour + Makerspace Coordinator

Posting Date: August 23, 2021

Start Date: ASAP

Location: Germantown, NY

Type: Part-time

JOB DESCRIPTION

The Germantown Library's Children's Story Hour + Makerspace Coordinator (CSHMC) is an organized and creative person who provides an outstanding delightful library experience for our young readers by developing, preparing, coordinating, and implementing two weekly children story hours and two-monthly Makerspace experiences, in addition to seasonal activities.

The CSHMC reports directly to the library Director and will work 6-11 hours per September - June week, including regular weekend shifts. July and August weekly hours range from 10-18. Depending on the week and month, two to eight of those hours are in person with patrons. Four to ten hours of prep will be a combination of in-person and virtual as needed. Hours may shift depending on popularity, patron interest, or conflicts with other similar activities in the area.

SPECIFIC RESPONSIBILITIES INCLUDE

- Developing, preparing, coordinating, and implementing two children's story hours each week (Tuesday mornings, Thursday afternoons) and two children's makerspace sessions each month (1st and 3rd Sunday afternoons).
 - Each story hour incorporates movement, literacy, and a craft activity.
 - Story hours should connect with seasonal, library, and town events when possible.
- Developing, preparing, coordinating, and implementing four sessions of the July Summer Reading program.
- Weekly community outreach through social media posts and contributions to the monthly newsletter.
- Monthly updates to library director, staff, and board via google docs
 - updates include books to be read, activities to implement, event recap with attendance and photos, and ideas on how to increase attendance and connect to library and town events.
- Work collaboratively with the library staff, board, and town partners as needed.
- Maintain electronic files with plans, attendance, and timesheet; accessible by library staff and board.

HOURS: SEPTEMBER - JUNE

• **Hours per week: 6 - 11**

• *Weekly hours include 2-5 hours of live instruction and 4-6 hours of prep.*

• *Prep includes 1.5 hrs development and .5 hr set-up/breakdown*

- Tues 10 - 11 a.m. (+ 2 hrs prep); **Story Hour**; every week
- Thurs 3:30 - 4:30 p.m. (+ 2 hrs prep); **Story Hour**; every week
- Sun 1 - 4 p.m. (+ 2 hrs prep); **Maker Space**; 1st and third Sunday of the month

HOURS: JULY

• **Hours per week: 13 - 18**

• *Weekly hours include 5-8 hours of live instruction and 8-10 hours of prep.*

• *Prep includes 1.5 hrs development and .5 hr set-up/breakdown*

• **New for July:** *Summer Reading + Story Hour at Farmers Market*

- Tues 10 - 11 a.m. (+ 2 hrs prep); **Story Hour**; every week

- Wed 1 - 2 p.m. (+ 2 hrs prep); **Summer Reading** * NEW FOR JULY
- Thurs 3:30 - 4:30 p.m. + (+ 2 hrs prep); **Story Hour**; every week
- Sat 10 a.m. - 12 p.m. (+ 2 hrs prep); **Story Hour at Farmers Market** * NEW FOR JULY
- Sun 1 - 4 p.m. (+ 2 hrs prep); **Maker Space**; 1st and third Sunday of the month

HOURS: AUGUST

• Hours per week: 10 - 15

- *Weekly hours include 4-7 hours of live instruction and 6-8 hours of prep.*
- *Prep includes 1.5 hrs development and .5 hr set-up/breakdown*
- ***New for August: No Summer Reading. Story Hour at Farmers Market continues.***

- Tues 10 - 11 a.m. (+ 2 hrs prep); **Story Hour**; every week
- Thurs 3:30 - 4:30 p.m. + (+ 2 hrs prep); **Story Hour**; every week
- Sat 10 a.m. - 12 p.m. (+ 2 hrs prep); **Story Hour at Farmers Market**
- Sun 1 - 4 p.m. (+ 2 hrs prep); **Maker Space**; 1st and third Sunday of the month

COMPENSATION

- Salary compensation is \$15/hour.

PLEASE APPLY IF YOU

- Have prior children's programming or teaching experience
- Are tech literate and very comfortable using and troubleshooting tech equipment, including website management, social media including Facebook and Instagram
- Enjoy and are able to work independently and responsibly
- Enjoy and are able to communicate clearly, consistently, and respectfully
- Are friendly, engaging, patient and optimistic. You enjoy working with the public and being of service

HOW TO APPLY

Applications will be reviewed on an ongoing basis until the position is filled. Germantown Library is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status

- Email a letter of interest, sample story hour theme, resume, and three references to Lynn Place at director@germantownlibrary.org with the subject heading "Coordinator Position."
- A full background screening will be conducted.

ABOUT GERMANTOWN LIBRARY

The mission of the Germantown Library is to maintain and improve the quality of life for all citizens of our community by providing resources that enhance and contribute to individual knowledge, enlightenment and enjoyment in the most efficient manner possible. We especially recognize our responsibility to serve as a place for children to discover the joy of reading and the value of libraries.

The Germantown Library is located at 31 Palatine Park Road, Germantown, NY, 12526.

Find us online:

www.germantownlibrary.org www.instagram.com/gtownlib www.facebook.com/GermantownNYLibrary