



Summer Library Aide Position Open Watertown Regional Library

Completed Applications due to the library by **Wednesday, May 16th**

Temporary/Seasonal Position

Start Date: May 30, 2018

End Date: Early August 2018

Hours: 35 hrs/week

Wage: \$11.14/hr

Duties:

- Assisting the Children's Librarian with the Summer Reading Program for grades 4 and under.
Including:
 - Set up/clean-up for programs
 - Assisting children with crafts and activities
 - Supervision and/or delivery of program when the Children's Librarian is not present
 - Assisting patrons with the online summer reading program software (training provided)
 - Other duties as assigned

Requirements:

- Experience working with children
- Experience delivering story time or similar programs to children preferred
- Ability to work independently in a fast-paced environment
- Comfortable using a laptop, iPad, Apple TV; basic knowledge of Microsoft Word, Power Point, Excel; completing internet and catalog searches
- High School Diploma