



**TOWN OF COLCHESTER
CRAGIN MEMORIAL LIBRARY**

EMPLOYMENT OPPORTUNITY

Job Title: Programming Assistant LTA II – Part Time
Pay Range: \$21.80/hour; no benefits
Hours: Monday – Thursday (13 hours/week; weekday mornings)

Outgoing, enthusiastic, energetic, customer-oriented individual to assist with planning and presenting programming for families and young children.

Duties are varied and will include:

Assisting the Children's Librarian in the planning and execution of programs for children birth to age 8; presenting programs to families and young children; creating signs, flyers and other publicity material for library programs; creating displays for the Library; assisting patrons with reader's advisory and research requests; assisting patrons with technology; participating in materials selection, including placing orders; and normal library service desk duties for library users of all ages. See job description for a fuller list of job duties.

Required Education & Experience:

Knowledge of children's literature required. Proficiency with computers, the Internet, social media, word processing, and customer service experience required; experience with Innovative's Sierra circulation system preferred. Bachelor's degree, preferably in English, Psychology, Child Development, Education, or related fields preferred. Prior experience working with young children preferred. Prior library work experience preferred. Prior experience with public programming preferred. Prior experience working with small groups preferred.

This is a year-round position. Qualified candidates should submit 1) a cover letter, 2) a resume, and 3) a completed Town of Colchester employment application to HR@colchesterct.gov or the First Selectman's Office, 127 Norwich Avenue, Colchester, CT 06415 by 4:00 p.m. on Friday, January 7, 2022.