

Prattsburg Free Library  
26 Main Street  
Prattsburgh, NY 14873

POSITION TITLE: Story Time Coordinator

## SUMMARY

The Prattsburgh Free library seeks a part time Story Time Coordinator. Under the general supervision of the Library Director, the Story Time Coordinator will be responsible for managing the planning, preparing, and completing story time on a weekly basis. Other responsibilities include outreach to community members, maintaining a friendly and relevant environment in the department, and advocating for youth services to the community at large.

## DUTIES & RESPONSIBILITIES

- Plan, organize, and conduct Story Time
- Plan and conduct occasional special programs around holidays.
- Communicate with home schoolers, teachers, students, parents and community members to help improve library services
- Assist in selection of children's materials
- Assists library patrons, primarily children and their parents, in finding material they want, answering reference questions and providing reader's advisory
- Organize, monitor, and place orders with director for craft supplies and any other items needed for children's programming.
- Compile statistics on attendance of all children's programs for monthly report
- Deal tactfully and courteously with the public. Uphold all confidentiality rights of patrons
- Uphold established library policies and procedures.

## KNOWLEDGE & ABILITIES

- Experience with children 0-18
- Working knowledge of library methods and procedures
- Knowledge on how to conduct story hour appropriate to preschool children, using stories, songs, finger plays, action rhymes, etc.
- Knowledge of early literacy and reading skills
- Experience or knowledge of afterschool programming
- Ability to organize, plan, and conduct programs for the entire year, well in advance of carrying them out
- Ability to communicate effectively with children, parents, staff and all library patrons

## MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited college or university is preferred.
- High School Diploma or GED and sufficient experience and knowledge in related fields are required.
- Previous library work experience preferred.
- Previous job experience working with children in some capacity, at school or preschool is required.

## POSITION HOURS & SALARY INFORMATION

The Library anticipates that this job will require at least 5 hours per week with hourly wages based on experience.

Position requires applicant to have open availability in order to successfully work a varied schedule which includes evenings, weekends.