

## Description

Assist library staff with preparing for, implementing and cleaning up after library programs (primarily programs for children/teens)

# Program Assistant

## Responsibilities:

- Organize and prepare materials needed for programs, bulletin boards and displays
- Assist library staff with program set up and clean up
- As instructed by library staff, assist children with program activities
- Sort and organize used materials for sale in the ReBook Room

## Qualifications:

- Must be 13+
- Must love working with children!
- Patience and flexibility
- Attention to detail
- Attentive and able to follow written or oral directions.
- Interact and communicate successfully with others.
- Ability to deal with messes and clean them up cheerfully!
- Time commitment: Flexible, depending on program schedule. Greatest need is during the summer.

## Benefits:

- High school students can earn Silver Cord hours.
- Acquire new skills and gain work experience to use on a resume or a job reference.
- Make a difference in a child's life/serve as a role model.
- Depending on time commitment, receive discounts on makerspace materials available for purchase or on Rebook Room sales.