

Hornell Public Library Program Assistant Job Description 2024

Jurisdictional Classification: Full-Time, Competitive

DISTINGUISHING FEATURES OF THE CLASS

This position involves specialized non-librarian duties. Work involves responsibility for planning, promotion, implementation, and leadership of community enrichment, recreational education, and community service activities and programs. Work also involves monitoring and evaluating program activities for effectiveness and community involvement. Programming is designed under the general direction of the Library Manager with wide leeway allowed the incumbent for the exercise of independent judgment in planning and implementing individual activities. Direct supervision may be exercised over the activities of subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES

1. Develop goals, objectives, and plans for individual and group activities;
2. Designs age-appropriate activities;
3. Conducts recreational and crafts activities;
4. Leads group reading and theatre activities;
5. Select thematic reading materials;
6. May provide homework assistance;
7. May arrange opportunities for participants to perform community service activities;
8. Assembles exhibits and displays;
9. Creates promotional materials such as press releases, brochures, and flyers;
10. Conducts public relations and information programs throughout the service area;
11. Conducts program evaluations and assess program effectiveness;
12. May supervise activity aides;
13. Interfaces with library patrons, parents, caregivers, businesses, and the general community;
14. Maintains program records and statistics;
15. Participates in light building maintenance; and
16. Other related duties and responsibilities may be assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

- Working knowledge of age-specific developmental theories, stages, and expectations;
- Working knowledge of age-appropriate education practices and techniques;
- Familiarity with age-appropriate reading materials;
- Ability to establish good working relationships with a variety of age groups;
- Ability to deal effectively with a wide variety of individuals;
- Tact and courtesy;
- Ability to maintain records and prepare reports;
- Ability to present written and oral reports;
- Good project management skills;
- Working knowledge of basic first aid;
- Ability to plan, direct, and supervise the work of others;
- Ability to prepare budgets and monitor expenditures;
- Initiative and resourcefulness;
- Good judgement;
- Neatness; and
- Physical condition commensurate with the demands of the position

MINIMUM QUALIFICATION(S)

- (a) Graduation from a regionally-accredited or New York State-registered college or university with a Bachelor's Degree in Early Childhood Education or related field; or
- (b) Graduation from a regionally accredited or New York State-registered college or university with an Associate's Degree in Early Childhood Education or a related field and two years of full-time or equivalent part-time satisfactory experience conducting community enrichment or educational programs; or
- (c) Four years of satisfactory experience conducting community enrichment or educational programs, one year of which must have been in a position involving program management and staff supervision; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.