



**Galway Public Library is looking for a
Library Assistant in charge of Youth Services
to join our team!**

Job Description: This position's major duties include planning, promoting, and hosting children's programming. In addition, this position involves seeking and writing grants, as well as performing routine library clerical duties including working the circulation desk, customer service, reference, and a variety of other tasks as directed. The position is generally 14 hours/week, Tuesdays 10am-6pm and Thursdays 2pm-8pm, at \$13/hr.

Job Requirements: This position requires an energetic personality who has experience working with children and their parents. We are looking for a team member to provide the best library experience for our younger patrons, from toddlers to teens. The applicant must be creative to plan engaging year-round programs, including the Summer Reading Program. The candidate must be flexible, comfortable with public speaking, and computer literate. Applicant must also have strong interpersonal and organizational skills, have excellent verbal and written communication skills, work well independently, and have a positive, professional work attitude. Possession of a high school or equivalency diploma is required, but a college degree is preferred. This hiring is provisional and will require taking a New York State Civil Service exam to retain the position.

To apply, please send resume and references to gal-director@sals.edu or contact Deb Flint at 882-6385 for more information.