**Job Description- Children’s Summer Reading Program Assistant**

Vinton Public Library

**Status**: Seasonal, Part-time

**Hours:** Up to 10 hours per week between June 1st, 2025 and August 15th, 2025

**General statement of duties:**

Under the supervision of the Children’s Librarian, the Children’s Summer Reading Program Assistant will assist with programming and outreach.

Examples Of Duties

* Attends outreach events including but not limited to Park Storytime, Bookmobile events, and Pool Storytime.
* Interacts with children while they visit the library, including but not limited to playing with Play-Doh, Legos, STEAM activities, and cooking activities.
* Promotes Summer Reading Program events, reading challenges, and prizes.
* Enforces behavior policies of the library.
* Sets up for programming events and cleans up after programming events.

Knowledge, Skills and Abilities

* Excellent communication skills.
* Ability to understand and follow written and oral instructions.
* Ability to pay attention to detail.
* Ability to establish and maintain effective working relationships with supervisors, associates, and the public.
* Experience working with children of all ages.
* Ability to represent the library in a positive way.

Qualifications

* Must be at least 15 years of age by June 1st, 2025