

## **Children's & Teen Programming Assistant**

**Kent Public Library | Putnam County, NY**

**Part-Time – 12 hours per week**

The Kent Public Library is seeking an enthusiastic, creative, and energetic **Children's & Teen Programming Assistant** to design, coordinate, and facilitate engaging programs for children and teens. This part-time position is ideal for someone who enjoys working with young people and is passionate about creativity, learning, and community engagement in a welcoming library environment.

### **Responsibilities**

- Plan, create, and lead unique, age-appropriate programs for children and teens
- Assist with ongoing library programs, events, and activities
- Encourage participation and foster a welcoming, inclusive atmosphere
- Collaborate with library staff to support the library's mission and programming goals
- Coordinate and publicize children's and teen programs
- Assist with program setup, cleanup, and basic preparation

### **Qualifications**

- Enthusiasm for working with children and teens in a public library or community setting
- Creative thinking and the ability to develop fun, educational, and engaging programs
- Strong communication and interpersonal skills
- Reliability, flexibility, and a positive attitude
- Prior experience working with children or teens is preferred but not required

### **Compensation & Benefits**

- Hourly wage: **\$19.00–\$21.00**, based on experience
- Paid vacation, personal time, and sick leave
- Optional participation in the **New York State Retirement System**

### **Application Information**

First consideration will be given to resumes received by **January 16**.

Please send a resume and cover letter to Irena Goss, Head of Youth Services at [youthservices@kentlibrary.org](mailto:youthservices@kentlibrary.org) with **"Children's Programming Assistant"** in the subject line.