

Part Time Library Programming Assistant – Burnham Library, Bridgewater, CT

The Burnham Library in Bridgewater, CT seeks a dynamic, community-minded, and creative individual to join our team! The ideal candidate will assist in developing and implementing library programming and outreach services for adults, assist with youth programs, and perform various circulation and information duties.

Hours: Part time 11-18 hours per week. Probable hours: Tuesday 10 am-5 pm, Thursdays 1 pm-5 pm / 1 pm-7 pm, one to two Saturdays a month 9 am-1 pm / 9 am-3 pm. Flexibility is a must. Substitute or additional hours may become available. Hourly rate is \$18.50. No benefits.

Requirements: A college degree and library background are preferred. Willingness to work with children, teens, and adults. For minimum requirements and full position description, please visit www.burnhamlibrary.org.

Applicants should email resume and cover letter to the jkallay@burnhamlibrary.org. Closing date is May 26 at 4:30 pm.

Burnham Library

LIBRARY PROGRAMMING ASSISTANT

The Burnham Library seeks a creative, energetic, service-oriented, and well-organized individual for the position of Library Programming Assistant. This person will assist in developing and implementing library programming and outreach services for adults, assist with youth programs, and perform various circulation and information duties.

Through our work, the Burnham Library positions itself as a community anchor dedicated to lifelong learning and stimulating curiosity. We connect the community with a calendar of public programs for all-ages, including lectures, hands-on workshops, collaborative and town-wide events, and outreach opportunities.

Programming and Community Outreach

- Assist with development, planning, and presenting adult library programs
- Assists the Youth Services Coordinator with library programs including (but not limited to) crafts; STEAM, storytime, workshops, and special events
- May facilitate contact with programmers and speakers
- Co-manages the programming calendar with the Library Director and Youth Services Coordinator
- Assists with populating content on Library's website calendar of events
- Organizes setup and teardown of adult programs -- including seating, speaker needs, technology, and refreshments
- Co-manages multi-generational and town-wide events with Library Director, Youth Services Coordinator, and other interested parties.
- Works with new and existing community partners to create and carry out collaborative programming
- Assists with marketing and advertising – may include developing promotional assets, social media posts, and website content
- Assists with compiling program evaluations and modifying surveys as needed
- Collects, records, and reports statistics to meet annual report and grant requirements and for program evaluation purposes
- Other duties as assigned

Information Services

- Navigates Burnham Library's computer-based integrated library system (ILS)
- Provides circulation support at main and SYBLC circulation desk and perform clerical duties
- Assists patrons in accessing downloadable content from our digital services providers
- Assists users with library equipment – copiers, printers, fax machines, and etc.
- Interprets and applies circulation policies and procedures
- Assists library patrons of all ages in the use of the library facilities and services
- Promotes library, programs, services, and events

Job Specifications:

- High School diploma or equivalent required; bachelor's degree preferred
- Excellent organization skills and ability to multi-task
- Strong technology skills and experience with social media. Knowledge of Constant Contact and Canva is a strong plus.
- Excellent customer services skills
- Ability to work independently and as part of a team
- Ability to develop and implement library programs
- Ability to work evenings and weekends
- Strong support for and understanding of the important role public libraries play in communities and society.

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