

Grigg Lewis Foundation, Workshop Program

Job Description

Organization:	Lockport Public Library
Job title:	Children's & Youth Services Summer Reading Assistant
Reports to:	RoseAnn Haseley – Librarian, Head of Children's Services; rhase@nioga.org

Job purpose

The summer reading student assistant will work closely with department librarians and clerical staff in the planning, creation and presentation of story times and special programming for the library's eight-week summer reading program targeting children, teens and families in Lockport and the surrounding communities.

The library and community will benefit because we will be able to offer more programming. The library's teen program also benefits because younger tween and teen patrons enjoy a more relaxed connection with the student interns. We have found the teens enjoy talking about current events and social media trends with the interns because of their proximity in age.

Value of the Workshop experience

- Opportunity for professional growth:
 - Learn how to plan, create, and present internal and outreach programming to large, diverse audiences
 - Learn how to communicate effectively in a team setting
 - Learn how to effectively speak in public before large numbers of people
 - Have an opportunity to use their creativity in a variety of ways – advertising, decorating, and posting in multiple social media formats
- Gain customer service skills:
 - Use courtesy in dealing with individuals and groups of various ages, educational backgrounds, and experiential levels
 - Be part of a culture of hospitality where our patrons are valued and met with empathy

Duties and responsibilities

The student would be assigned specialized para-professional duties and would be required to operate independently within prescribed responsibilities.

- Strategic Planning
 - Assist librarians with developing a comprehensive and cohesive reading program based on a single theme
- Promotion/Marketing of library reading programs
 - Assist librarians in promoting summer programs by designing and developing displays, handouts, social media posts, etc. Social Media -Assist librarians with marketing the library on Facebook, Twitter, etc.
 - Write press releases for local newspapers and radio
- Programming
 - Assist librarians with preparing and presenting internal Summer Reading Programs ; assist in library outreach programs
 - Review and select books and supplemental materials which will be used in story times programs
 - Act as liaison between the librarian and professional performers on performance day
- Location of job: Lockport Public Library, Children's Department

Qualifications

- Resident of Eastern Niagara County and enrolled in college for the Fall
- Computer skills, including MS Office, MS Publisher
- Desire to work with the public – specifically children and teens
- Verbal and written communication skills
- Ability to manage multiple assignments and deadlines and carry out assignments independently
- Ability to be creative and think outside of the box – a good sense of humor

Hours

- 350 hours between May 15, 2025 – August 31, 2025
- Some evenings and weekends are required
- NYS minimum wage per hour

Physical requirements / Dress Code

No special physical requirements

Public image plays an important role in developing and maintaining support for the Lockport Public Library. In order to maintain a public image consistent with a professional organization, business dress is expected.

Approved by:	
Reviewed Date:	