

Watkins Glen Central School District Free Public Library
610 S Decatur Street
Watkins Glen, NY 14891
(607) 535-2346



NOTICE OF VACANCY
CHILDREN'S LIBRARY ASSISTANT (PART-TIME)

The Watkins Glen Public Library is seeking a dependable and self-motivated part-time Children's Library Assistant. Responsibilities include, but are not limited to, general operation of the Circulation Desk, hosting weekly Storytimes, coordinating with school groups, and additional children's programming in collaboration with the Library Director.

Posting Window: Please submit applications by March 20, 2026.

Anticipated Start Date: April 1, 2026

Required Qualifications: See Civil Service Application and Children's Library Assistant job description.

Salary: \$17.00/hour

Schedule: 19 hours per week

Wednesdays 9am-5pm, Thursdays 9am-5pm, Saturdays 10am-2pm

Benefits: The equivalent of 3 weeks Paid Time Off (PTO), and 9 paid holidays

Qualifications:

Associates degree in Elementary Education or Child Development is preferred. Preference will also be given to candidates possessing two years of paid or voluntary experience in any of the following: organizing and presenting children's programs in libraries; publicizing children's library programs; selecting children's books for libraries; directing outreach programs for children.

Skills

- Experience in childhood education, child development, or library information sciences.
- Knowledge of child development and appropriate literature for different age groups.
- Ability to work with children in groups.
- Quality storytelling skills and program development skills.
- Ability to take initiative in developing new services for children and youth.

A Civil Service application for employment must be completed and submitted to the Schuyler County Civil Service office at 105 Ninth Street, Watkins Glen, NY 14891.