**Responsibility of Position**

The individual who serves as the Story Hour Lead for the Red Creek Free Library will plan and execute weekly presentation of age appropriate literacy materials and learning activities in multiple sessions.

1. **Work Duties**
	1. Prepare and present Story Hour programing (duration approximately one hour), both on and off-site, for preschool age children.
	2. Present multiple sessions per week at the discretion of Library Director.
	3. Attend a minimum of six hours of professional development or training seminars and meetings at the discretion of the Library Director.
	4. This position reports to the Library Director, and all work is to be reviewed and approved by the director.
	5. The incumbent is responsible for obtaining program materials, following the Purchasing and Procurement Policy 1.7.3.
	6. Maintain story hour activity records.
	7. Maintain the cleanliness of the children’s area at the conclusion of activity.
	8. Recommend children’s literacy programming to the Director
2. **Knowledge and abilities**
	1. Must be well versed in working with young children
	2. Ability to work with the general public and possess a willingness to assist others.
	3. Ability to create and present instructive and age appropriate program material.
	4. Ability to establish a positive working relationship with staff and volunteers.
	5. Demonstrate high integrity in all matters.
3. **Physical demands and Position**
	1. Sitting, standing, walking, climbing, and stooping
	2. Bending/twisting and reaching
	3. Talking and hearing; use of the telephone
	4. Far vision at 20 feet or further; near vision at 20 inches or less
	5. Lifting and carrying 40 lbs or less
	6. Pushing and pulling: objects weighing 60 - 80 pounds on wheels
	7. Mobility: travel to meetings outside the library
4. **Mental requirements**
	1. Communication skills: effectively communicate ideas and information both in written and oral form
	2. Reading ability: effectively read and understand information contained in memoranda, reports and bulletins
5. **Environmental working conditions**
	1. Inside work environment
	2. Travel to various meeting locations, conferences and continuing education sites as needed
6. **Equipment used**
	1. computer/tablet
	2. calculator
	3. telephone
	4. cameras
7. **Qualifications**
	1. Minimum age: 18 years.
	2. High School or equivalency diploma.
	3. Must be self-directed requiring minimal supervision
	4. Work experience meeting the needs of the general public is highly valued.
	5. Previous experience with young children is required.
8. **Remuneration**
	1. This position will be compensated at a $1.00 per hour premium above the current NYS minimum wage.
	2. Planning time as well as execution time will be paid at the premium rate.
	3. Weekly allowed planning time is 1.5 hours.