

**Ontario Public Library  
Programming Clerk**

Full Time: 35 hours/week as scheduled, with some evenings and Saturdays as required

**Job Title: Full-Time Programming Clerk**

**Location:** Ontario Public Library, Wayne County, New York

The **Ontario Public Library** is seeking an enthusiastic, creative, and outgoing **full-time Programming Clerk** to join our dynamic team. This individual will be responsible for developing, planning, and leading engaging programs for a wide range of ages, including children, tweens/teens, and adults. The ideal candidate will be a proactive problem-solver, team-oriented, and passionate about connecting with and enriching a diverse community.

**Please note:** Hiring will be subject to meeting Civil Service requirements

**Key Responsibilities:**

- **Program Planning & Delivery:** Design, prepare, and lead a variety of interactive programs for children, teens, and adults, including the Summer Reading Program. Work independently and collaborate with the Library Director to ensure programs align with community needs.
- **Program Coordination:** Lead library programs, coordinating with guest presenters and other program leaders. Ensure smooth execution of each event, handling logistics and materials.
- **Community Outreach & Promotion:** Actively promote library programs through multiple channels, including the library website, social media platforms, in-library signage, and circulation desk interactions.
- **Communication:** Effectively communicate ideas and program details to diverse audiences in both oral and written formats, ensuring accessibility and clarity.
- **Trend Awareness:** Monitor current trends, interests, and community needs to continually adapt programming and introduce new, exciting events.
- **Community Engagement:** Strengthen community ties through outreach efforts, including partnering with local organizations and schools to enhance program impact and participation.
- **Circulation Desk Support:** Provide assistance with rotating shifts at the circulation desk, including routine tasks such as checking materials in and out, assisting patrons, and operating the cash register.
- **Volunteer Supervision:** Assist with the recruitment, training, and supervision of library volunteers, ensuring a positive and productive experience for all involved.
- **Professional Development:** Participate in library workshops, staff meetings, and external library or community events to stay current on trends, best practices, and network with other library professionals.

## Minimum Requirements:

- **Education:** Associate's degree or higher
- **Experience:** At least 2 years of customer service experience, demonstrating strong interpersonal skills and the ability to work effectively with people of a variety of ages
- **Technology Skills:** Familiarity with social media platforms (Facebook, Instagram), and basic office software (Google Suite, Microsoft Suite).

## Preferred Qualifications:

- **Library Experience:** Prior experience working in a library setting is a plus.
- **Experience with Youth & Family Programs:** Experience working with children, families, or youth groups to plan and facilitate engaging programs.
- **Experience with Senior Services:** Previous work with seniors or intergenerational programming is preferred.
- **Digital Skills:** Proficiency in Canva, WordPress, and other relevant digital platforms for program creation and promotion.
- **Public Speaking:** Comfort and experience in public speaking, with an ability to engage and connect with various community groups.

## Salary Range:

\$43,000 - \$45,000 annually (approximately \$23.68 - \$24.73 per hour) based on experience.

## Benefits:

- Comprehensive health insurance
- Paid time off (vacation, sick leave)
- Paid holidays
- New York State Retirement System (NYSRS)

If interested, please submit cover letter, resume, and 3 references to [ontariolibrarydirector@owwl.org](mailto:ontariolibrarydirector@owwl.org) by 04/11/2025