CUTCHOGUE NEW SUFFOLK FREE LIBRARY
ADULT PROGRAMMING ASSISTANT

JOB DESCRIPTION

The Adult Programming Assistant supports Adult Programming objectives under the Supervision of the Adult Programming Coordinator– including program administration, event setup and breakdown, hospitality services, and additional duties as assigned. The incumbent exercises independent judgement and initiative performing project duties. Work is reviewed through discussions and evaluations.

TYPICAL DUTIES AND RESPONSIBILITIES

- Hospitality services related to scheduled programs
    - Event setup and breakdown
    - Greeting and assisting registrants
    - Managing refreshments and food
    - Ensuring cleanliness and comfort
    - Responding to programmer and guest inquiries
- Provide technological A/V support to programmers
- Helps to recruit future talent for library events
- Works with Page Supervisor and Pages to coordinate necessary support staff for larger events
- Performs end of program checklist (Record number of attendees, registrant payment, etc.)
- Coordinates standard programs (i.e. workout and wellness)
- Performs other related duties as assigned

SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Excellent communication skills are required
- Basic technology skills are important (the incumbent will be trained in all programming related equipment)
- Ability to plan, organize, and follow through
- Must be detail oriented
- Physical condition commensurate with the demands of the position (setting up chairs, tables, etc.)
- Positive, welcoming, social demeanor
- Self-starter, motivated, hard working

SCHEDULE & PAY

This is a flexible schedule dependent on the library programming schedule, which will change quarterly with each newsletter. Evening and weekend hours as needed. Rate of pay is $20.00 per hour.

MINIMUM QUALIFICATIONS

None, incumbent must be a hard worker.

Interested applicants should email Rosemary Winters, Library Director at rosemary@cnsfl.org