



City of Rochester (NY)  
**Literacy Aide/Part-Time**

|                     |                          |                     |                            |
|---------------------|--------------------------|---------------------|----------------------------|
| <b>SALARY</b>       | \$15.50 Hourly           | <b>LOCATION</b>     | Rochester, NY              |
| <b>JOB TYPE</b>     | Part-Time                | <b>JOB NUMBER</b>   | 25FY0289PLA17              |
| <b>DEPARTMENT</b>   | Rochester Public Library | <b>BUREAU</b>       | Community Library          |
| <b>OPENING DATE</b> | 06/11/2025               | <b>CLOSING DATE</b> | 6/25/2025 11:59 PM Eastern |

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### General Description

Employees in this position work under the supervision and direction of a professional librarian. Ideally, the employee is a youth from the branch neighborhood. They interact with children and teens and promote literacy activities in the library. They carry out literacy activities as directed by the librarian, either in the library or in the branch neighborhood.

#### LOCATIONS:

Phillis Wheatley Branch

Hours: Monday & Wednesday 3:00pm-7:00pm  
Tuesday & Thursday 2:00pm-6:00pm  
Saturday 10:00am-2:00pm

Sully Branch

Hours: Wednesday 2:00pm-5:00pm  
Thursday 2:00pm-6:00pm  
Friday 2:00pm-5:00pm  
Saturday 10:00am-2:00pm

### Typical Work Activities

- Reads out loud to unaccompanied minors in the library, and encourages them to read back;
- Assists library staff in conducting branch programs such as book discussion groups, story hours, visiting artist programs, and summer reading activities;
- Encourages and directs participation in educational board games;
- Encourages and directs electronic gaming at the library;
- Encourages and assists in the original production of literacy materials such as newsletters, poetry, films, and music created by interested patrons;
- Tells stories and promotes storytelling to interested groups of children and teens;
- Encourages children and teens to stay in school and think about their career paths.

### Minimum Qualifications

Completion of 10<sup>th</sup> grade of school.

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**Employer**

City of Rochester (NY)

**Phone**

585-428-7115

**Address**

30 Church Street  
Room 103A  
Rochester, New York, 14614

**Website**

<http://www.cityofrochester.gov>