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

**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:**

Douglas Branch:

- Monday: 1:00pm-6:00pm
- Tuesday & Thursday: 1:00pm-5:00pm
- Wednesday & Friday: 1:00pm-4:30pm
- Occasionally Saturday with an adjustment to other hours.

Wheatley Branch:

- Monday & Wednesday: 3:00pm-7:00pm
- Tuesday & Thursday: 2:00pm-6:00pm
- 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 10th grade of school.
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| City of Rochester (NY) | 30 Church Street  
|                     | Room 103A  
|                     | Rochester, New York, 14614          |
| **Phone**           | **Website**                          |