



City of Ames
Project Smyles Presenter

SALARY	\$18.72 Hourly	LOCATION	50010, IA
JOB TYPE	Less than 20 hours/week	JOB NUMBER	25-3137-01
DEPARTMENT	Library	OPENING DATE	05/07/2026
CLOSING DATE	5/18/2026 12:00 PM Central	FLSA	Non-Exempt
BARGAINING UNIT/MERIT		RESIDENCY REQUIREMENT?	No

Centrally located in the heart of Iowa, Ames is a vibrant, progressive community with more than 66,000 residents providing an excellent quality of life. Home to Iowa State University, Ames offers year-round recreation opportunities, diverse cultural offerings, a stable economy, safe neighborhoods, and a high-achieving school district.

General Information

<https://www.youtube.com/embed/97rsAGfo1eQ?&wmode=opaque&rel=0>

The Ames Public Library has an exciting opportunity for presenters for the Project Smyles program!

This position typically works around 5 - 15 hours per week at events that take place mid morning or early afternoon and occasional Saturday mornings. Evening events may be scheduled with advanced notice.

Under direction of the Youth Services Manager, provides programs to children, their teachers/caregivers, and parents, in daycare settings (in-home and centers) and preschools in the Ames Public Library's service area (Ames and rural Story County).

For more information about the Project Smyles program please visit: <https://www.amespubliclibrary.org/project-smyles>

Applications submitted for this position by the application deadline may be considered for other openings within this classification; for up to 12 months.

This position is an ongoing, part-time, less than 20 hours per week position that is not benefit or paid leave eligible.

In order to be considered for this position, all applicants must submit an online application by the deadline listed on this

posting. The application must include complete responses to the supplemental questions. A submission of a resume in lieu of work history on the application or answering the supplemental questions is not sufficient.

Examples of Essential Job Functions

Present prepared quality programs for preschools, day care centers and/or in-home for profit daycares for ages infant, toddler and preschool; Promote Early Literacy Skills and practices; Provide age-appropriate Bookmobile or on-site Library tour; Attend Project Smyles team meetings as offered; Attend training and continuing education sessions when instructed; Participate in the development of standards of excellence for the Project Smyles team; Demonstrate a professional presence and the ability to represent the Library and conduct business in a professional manner; Complete and return appropriate paperwork needed for each site; Adhere to Library safety guidelines; Report replacement needs of Library presentation materials; Operate a variety of standard office and Library machines; Work cooperatively with other workgroups and staff members; Assist assigned volunteers; Plan work according to established procedures; Perform other duties as assigned.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data-driven decisions; championing employee involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; choosing a positive attitude; respect and dignity for one another; promoting safety and wellness; and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

Qualifications

Education and Experience:

- High school diploma, HiSet, or G.E.D. required.

Preferred:

- Library experience.
- Teaching experience.

Knowledge, Skills and Abilities: Knowledge of early literacy skills and practices; differentiation of library collections and formats; library policies, practices and procedures; computer applications; standard office and library machines. Skill in: presentation; classroom management; customer service; written and oral communication; creative problem solving; critical thinking and decision-making. Ability to work independently and as part of a team; work with a sense of urgency, tact and sense of humor; work accurately with attention to detail; adapt to change; assess and prioritize multiple tasks; communicate effectively with other library staff and daycare providers, volunteers and customers; understand and follow verbal and written instructions; successfully operate a computer and software to perform library tasks; use email and web browsers; handle challenging situations and people; demonstrate professionalism and positive attitude; be trained in various technological advances in the library profession; tolerate ambiguity.

Must be able to independently transport self and materials to offsite event locations on a regular basis.

Supplemental Information

Physical and Environmental Characteristics:

Required Physical Activities: Standing, walk, sitting, lifting 50# box of books from floor to cart daily, Carrying 50# box of books a few feet frequently, pushing book carts, pulling book carts, climbing steps, gripping 30# bilaterally, hand coordination to manipulate boxes and operate computer and other library technology

General Physical Characteristics: Work is primarily sedentary requiring the exertion of up to ten pounds of force frequently and exertion of up to 25 pounds of force routinely. Some positions may require periodic lifting of object weighing more than 50 pounds.

Vision Requirements: Minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small defects or parts, use of measurement devices or assembly of parts at distance close to the eyes.

Environmental Conditions: The worker is exposed to heavy lifting and transportation of materials needed for programming and delivery of deposit collections. The worker may be exposed to adverse environmental conditions while traveling to and from Library to outreach site. The worker is required to provide own transportation for programming and delivery of deposit collections.

This position works with the public and is expected to attend to hygiene and health emergencies.

Equipment Essential to the Job: Computer hardware, peripherals, and software and digital devices appropriate for library work, including word-processing, databases, spreadsheets, and integrated library system (ILS); general office equipment; communications equipment including office telephone system; cell or wireless telephones; presentation equipment; library specific equipment such as self-checks and automated materials handling system.

Selection Process:

The selection process consists of an evaluation of education and experience, phone interview, on-site interview which will include a verbal story time exercise and completion of a criminal background check, which includes a sex offender registry check. All candidates will be notified by email of their application status.

Preference may be given to candidates possessing qualifications above the minimum.

Depending on the number of qualified applicants, the City may forego phone interviews.

E-Verify Process:

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at:

<http://www.uscis.gov>.

NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender

identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

Employer

City of Ames

Address

515 Clark Ave

Ames, Iowa, 50010

Phone

515-239-5199

Website

<http://www.cityofames.org/jobs>

Project Smyles Presenter Supplemental Questionnaire

*QUESTION 1

This position typically works around 5 - 15 hours per week at events that take place mid morning or early afternoon and occasional Saturday mornings. Evening events may be scheduled with advanced notice. This position is an ongoing, part-time, less than 20 hours per week position that is not benefit or paid leave eligible. The rate of pay is \$18.72 per hour.

Is this acceptable?

- Yes
 No

*QUESTION 2

Do you have a high school diploma, HiSet, or G.E.D.

- Yes
 No

*QUESTION 3

This position presents at a variety of events and locations around Ames. Are you able drive yourself or find reliable transportation too get to work on time at different locations?

- Yes
 No

QUESTION 4

Please describe any formal library, teaching, or volunteer experience you may have working with children.

*QUESTION 5

Briefly discuss your library programming philosophy and needs for each of the following age groups, and the corresponding role of their parents and caregivers.

- a) Infants
b) Toddlers
c) Preschoolers

* Required Question