

Part-Time Children's Library Assistant

Starting Salary: \$10.50/hour

Hours: 29 hours/week (ability to work some Saturdays and evenings)

Benefits: Paid professional training, educational reimbursement, vacation and sick time, mileage reimbursement, no library fees, etc.

Supervisor: Head of Youth Services

Abilities:

- Communicate effectively with others
- Set priorities and complete projects independently and as a member of a team
- Good computer/technology skills (computers, tablets, etc.)
- Work well with children
- Experience with children's programming and children's literature
- Dependable and trustworthy
- Reliable transportation for outreach programs to schools, daycares, etc.
- Ability to lift 30 lbs.

Position Description:

- Offer consistently excellent customer service
- Direct patrons to shelf locations in Children's section
- Provide readers advisory
- Assist Youth Services Librarian in the planning and implementation of engaging programs generally for the ages K-12
- Recommend materials for purchase
- Plan and present children's programming independently (story times and summer reading programs)
- Assist in maintenance of bulletin boards and displays
- Assist in teen programming a few hours a week
- Assists other branches/departments, as needed
- Keeps up with e-mail and information posted on the staff site

Preble County District Library is an Equal Opportunity Employer. American Libraries subscribe to the democratic American Library Association Bill of Rights which emphasizes serving all people and all viewpoints.

Send Application, Cover Letter, Resume, and References to pcdl@preblelibrary.org