

PUBLIC JOB POSTING

THIS POSITION IS OPEN UNTIL FILLED.

To be considered for this position, applicants must submit a cover letter and resume.
Please be prepared to present a short story-time and a children's program if chosen for an interview

POSTING DATE: September 28th, 2022
JOB TITLE: Children's Assistant, Grade 19
LOCATION: Boling Springs Library
DATE AVAILABLE: November 1st, 2022
SALARY: \$1,588 per month

HOURS: 25 hours per week
Week A: Tuesday, 9:00-5:00; Wednesday, 9:00-4:00; Thursday, 12:00-8:00
Week B: Tuesday, 9:00-5:00; Wednesday, 9:00-4:00; Thursday, 12:00-8:00; Saturday, 9:30-6:00
Week C: Sunday, 1:00-6:00; Tuesday, 9:00-5:00; Wednesday, 9:00-4:00; Thursday, 12:00-8:00
(Note: Must be flexible to accommodate schedule changes, may be asked to work other times as needed)

EDUCATION: Bachelor's Degree or equivalent combination of education and experience is required. **Must complete pre-employment testing.**

ESSENTIAL FUNCTIONS:

- Plans, promotes and presents creative programs that meet the needs of children, birth through age 12, including story times, homeschool programs, and other special events and summer reading activities
- Incorporates the Every Child Ready to Read concepts into programs and environments for children ages 0-5
- Prepares deposits and program contracts, requests purchase orders and tracks program statistics
- Actively engages the public during community outreach programs in the local area schools, day cares or special events
- Responsible for maintaining an attractive children's area in the library
- Performs circulation duties including check out, check in, and processing of new materials
- Participates in regular Children's Services Committee meetings, online discussions, and book reviews
- Provides superior customer service when assisting patrons of all ages with information requests, reader's advisory questions, computers, digital devices, and other library equipment
- Attends regular training related to children's services and other library work
- Supports supervisor directives and assumes responsibility of building and staff in supervisor's absence

KNOWLEDGE & SKILLS:

- Bachelor's degree or equivalent combination of education and experience
- Comfortable and proficient using technology
- Excellent interpersonal and customer service skills
- Strong written and oral communication skills
- Creative, flexible and organized with good time management skills and attention to detail
- Ability to take direction and work independently or in a team environment
- Experience working with children from birth through age 12 with knowledge of children's literature
- Valid driver's license with the ability to drive to other libraries or community outreach

The library accepts applications, cover letters, and resume when a job position is available. Applications are available at all checkout desks. Drug Testing is a part of the library's hiring process. If you require any accommodations in applying for any position, please do not hesitate to ask. The Spartanburg County Public Library is proud to be tobacco free.