

Position Opening

Title: Children's Assistant

Date Posted: September 7, 2021

Rodman Public Library is seeking applicants for the position of Children's Assistant. This is a part-time position for 20 hours per week with a starting pay of \$11.00 per hour and benefits including paid vacation, sick, and holiday time, and OPERS retirement.

The successful candidate will have a genuine passion for working with children. The Children's Assistant efficiently assists patrons in the Children's Department in a professional, courteous manner and performs related clerical duties. In addition, the Children's Assistant assists in planning and implementing programs and events for children and caregivers. This position requires dedication to helping children develop a love of the library and literacy by providing exceptional customer service, with a solution-driven approach in order to provide access to library services and resources. Multi-tasking skills and the ability to prioritize work effectively are also essential to this position.

Qualifications:

- High school diploma or GED; Related college degree or courses preferred
- Previous experience working with children
- Ability to work a flexible schedule, including evenings and weekends

Application Procedure: To be considered for this position, please submit a Rodman Public Library application to etaggart@rodmanlibrary.com. A Rodman Public Library application form can be found online at rodmanlibrary.com/employment along with the full job description. Applications will be accepted until the position is filled. No phone calls please. Rodman Public Library is an equal opportunity employer.