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 if chosen for an interview

POSTING DATE: July 28, 2021
JOB TITLE: Children’s Assistant, Grade 17
LOCATION: Children’s Services, Headquarters
DATE AVAILABLE: September 1, 2021
SALARY: $2,305 per month. (Includes generous benefits.)

HOURS: 40 hours per week
Weeks 1-2: Monday 8:45-5:45; Tuesday 8:45-5:45; Wednesday 8:45-5:45; Thursday 12:15-9:15; Friday 8:45-5:45
Week 3: Monday 8:45-5:45; Tuesday 8:45-5:45; Wednesday 8:45-5:15; Thursday 12:15-9:15; Saturday 8:45-6:15
Week 4: Sunday 12:55-6:15; Tuesday 8:45-5:45; Wednesday 8:45-5:45; Thursday 12:15-9:15; Friday 12:15-9:15

EDUCATION/EXPERIENCE: Bachelor’s degree and experience with children or equivalent combination of education and experience with children. Must complete pre-employment testing.

ESSENTIAL FUNCTIONS:
• Plans, promotes, and presents creative and innovative programs that meet the needs of families and children, birth through age twelve, including story times, homeschool programs, and other special events and summer reading activities
• Incorporates The Basics Palmetto and Every Child Ready to Read concepts into programs and environments for children ages 0-5
• Tracks and submits program statistics
• Actively engages the public during community outreach programs in the local area schools, childcare centers, or other public spaces or special events
• Responsible for maintaining an attractive children’s area in the library including collections, displays, signage and bulletin boards
• Participates in department meetings, assigned committee meetings, online discussions, and book reviews
• Provides superior customer service when assisting patrons of all ages with information and reader’s advisory requests, computers, digital devices, and other library equipment
• Completes regular training related to children’s services and other library work
• Remains aware of safety and security at all times
• Substitutes for other programs, departments, and branches as needed

KNOWLEDGE & SKILLS:
• Bachelor’s degree or equivalent combination of education and experience
• Comfortable and proficient using technology
• Excellent interpersonal and customer service skills that display a positive attitude, cultural sensitivity, a sense of humor, with the ability to interface with people from all backgrounds and age groups
• Exceptional 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
• Strong work ethic with a willingness to take initiative
• Experience working with children from birth through age 12 with strong knowledge of children’s literature
• Driver’s license valid in the State of South Carolina with the ability to drive to other libraries or community outreach
• Must complete pre-employment testing

The Library accepts applications when a job position is available. Applications are available at all checkout desks. Contact the Job Line at (864) 285-9190 for job opportunities. 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.