PUBLIC JOB POSTING

POSTED UNTIL FILLED

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

POSTING DATE: June 7, 2022
JOB TITLE: Children’s Assistant, Grade 19
LOCATION: Inman Library
DATE AVAILABLE: August 1, 2022
SALARY: $2,540 per month (Generous benefits package)

HOURS: 40 hours per week
Week A: Monday, OFF; Tuesday, 9:00am-6:00pm; Wednesday, 11:00am-8:00pm; Thursday, 10:00am-7:00pm; Friday, 9:00am-6:00pm; Saturday, 9:00am-6:00pm
Week B: Monday, 9:00am-6:00pm; Tuesday, 9:00am-6:00pm; Wednesday, 11:00am-8:00pm; Thursday, 10:00am-7:00pm; Friday, 9:00am-6:00pm; Saturday, OFF

EDUCATION/EXPERIENCE: Bachelor’s degree or equivalent combination of education and experience working with children 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
• Remains aware of safety and security at all times

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 resumes 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.