

EMPLOYMENT OPPORTUNITY

Branch: Sardinia
Position: Youth Associate
35-40 Hours/Week
Available: August 3, 2017

Brown County Public Library seeks an energetic, creative person to lead Youth Services at the Sardinia Library.

Details:

- Use knowledge, skills, and experience to plan and execute interesting and engaging programs and services for children, teens, and parents. Conduct these programs and services in the library and at off-site locations
- Assist with the selection of materials and maintenance of a collection designed to meet the needs of children, teens, and parents
- Use technology at intermediate/advanced level, including: word processing, spreadsheet and desktop publishing programs (MS Office preferred), email, Internet searching, eBook readers, tablets and other devices
- Research and locate accurate information to answer patron questions in a timely manner, using various technologies and informational databases
- Substitute in all departments and branches as needed
- Support and enforce all library policies and procedures
- Work a flexible schedule including days, evenings and weekends

Physical Demands:

- Carry, push, pull, or lift up to 30 pounds
- Push and pull fully loaded (50-100 pounds) book trucks
- Stretch and bend to shelve library materials
- Ability to sit on floor with children and use active movements in story time/program activities.
- Use step stool or step ladder



Applications may be downloaded from the BCPL website (browncountypubliclibrary.org) or picked up at any branch location. Please submit completed application, résumé, and references to:

Brown County Public Library
Attention: Sardinia Youth Associate
P.O. Box 527
Mt. Orab, OH 45154

OR bcpl.bookly@gmail.com