

# EMPLOYMENT OPPORTUNITY

**Position:** *Program Developer (children and teens)*

**Hours:** *Full-time (35-40 hours/week); some evenings and Saturdays*

**Branch:** *Fayetteville-Perry*

**Compensation:** *Base wage \$13.50 (actual starting wage will incorporate educational attainment, relevant skills, and experience); OPERS retirement (14% match). Full-time employees also receive paid vacation, sick, holiday, and personal leave; and more!*

**Available:** *September 3, 2024*

**REQUIRED :** *Successful programming experience for children and teens; customer service experience; intermediate technology skills*

**PREFERRED:** *marketing experience; advanced technology skills*

## **Primary duties include:**

- Plan, implement, and evaluate programs and activities for children and teens.
- Perform general customer service duties, such as circulating materials to patrons, preparing materials for interlibrary loan, and opening/closing the library.
- Use technology at intermediate level, including: word processing, spreadsheet (MS Office) and desktop publishing (Canva), email, Internet searching, eBook readers, tablets, and other devices.

## **Other duties include:**

- Assist in creating marketing for assigned programs and activities.
- Research and provide accurate information to library patrons in a timely manner.
- Operate/troubleshoot office equipment, including: computers, phones, copiers, printers, scanners, fax and locker/materials retrieval system.

## **Physical Demands:**

- Carry or lift up to 30 pounds
- Push and pull equipment and fully-loaded (50-100 pounds) materials carts
- Sit, stand, stretch, and bend to deliver programs
- Use step stool or step ladder

BCPL application form and references are required; *résumé* is strongly encouraged. Applications available on the BCPL website ([browncountypubliclibrary.org](http://browncountypubliclibrary.org)) or at any branch location.

## **Submit applications to:**

Brown County Public Library

**OR** [bcpl.officeassistant@gmail.com](mailto:bcpl.officeassistant@gmail.com)

Attn: Fayetteville Program Developer

P.O. Box 527

Mt. Orab, OH 45154



*Business Office*

P.O. Box 527 - 613 S. High Street

Mt. Orab, Ohio 45154

937- 444-0181 / 6502 fax

[bcpl.bcplinfo@gmail.com](mailto:bcpl.bcplinfo@gmail.com)