

EMPLOYMENT OPPORTUNITY

Position: Program Developer (teens and outreach)

Hours: Full-time (30 hours/week); some evenings and Saturdays

Branch: Sardinia

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 teens and/or young adults; experience working with groups/organizations and delivering remote services; intermediate technology skills

PREFERRED: leadership experience with organizations serving teens; advanced technology skills

Primary duties include:

- Plan, implement, and evaluate programs and activities for teens through young adults.
- Initiate and maintain relationships with library partners (individuals and groups) to provide services in the library and at partner locations.
- 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:

- Provide information to colleagues for marketing programs and activities in assigned areas.
- 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) or at any branch location.

Submit applications to:

Brown County Public Library
Attn: Sardinia Teen/Outreach
P.O. Box 527
Mt. Orab, OH 45154

OR bcpl.officeassistant@gmail.com



Business Office

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

Mt. Orab, Ohio 45154

937- 444-0181 / 6502 fax

bcpl.bcplinfo@gmail.com