

EMPLOYMENT OPPORTUNITY

Job Title: Children's Room Associate

Hours Per Week: 12-20

Hourly Rate: \$11.00 – 13.00

Application Period: Accepting applications until December 19, 2016, or until position is filled.

JOB SUMMARY: Assists the Library Director in programming and management of the Children's Room.

DUTIES AND RESPONSIBILITIES

- Performs all daily circulation services, including checking materials in and out, retrieving holds and collecting fines.
- Maintains the Children's Room collection by shifting and straightening books, shelf reading, repairing books, preparing seasonal displays and withdrawing damaged and outdated material.
- Assists patrons in finding and accessing library materials, including digital resources.
- Instructs and assists Library patrons in basic technical support, maintenance and troubleshooting of library equipment such as copy machines, eReaders and computers.
- Assists the Children's Librarian in the planning and implementing library programs and special projects for children and families, with emphasis on programs for elementary students and afterschool events.
- Performs other duties as assigned.

JOB REQUIREMENTS

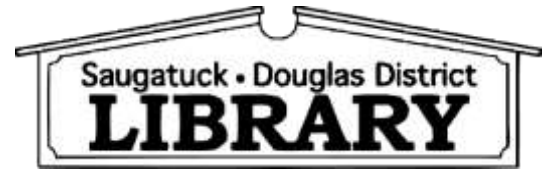
- Ability to work independently or collaborate with a team.
- Interpersonal and communication skills necessary to interact with various library staff and patrons in an effective and courteous manner. Communicate effectively in both oral and written forms.
- Visual acuity and physical skills necessary to retrieve library materials from shelves and storage areas, maintain library materials and operate equipment. The incumbent is required to have the physical ability to push/pull fully loaded book carts and lift/carry materials weighing up to 40 pounds.
- Hearing ability to answer telephone and patron inquiries.
- Ability to operate a variety of library equipment including a computer, fax and copy machine.

REQUIRED EDUCATION, KNOWLEDGE, SKILLS AND ABILITIES

- A candidate for this position must have graduated from high school. A college degree is preferred.
- Candidates must enjoy working with children. Relevant experience in an educational settings is preferred.

HOURS AND LOCATION

- Saugatuck-Douglas District Library provides library services seven days per week.
- All positions require some evening and weekend hours, including Sundays.



APPLICATION INSTRUCTIONS

- All applications for employment must be made on Saugatuck-Douglas District Library's application form and completed in full. Application is available for download at www.sdlibrary.org/aboutus/employment. Resumes will not be accepted in lieu of application form.
- All applicants must meet the requirements listed on this job announcement to be considered for this position.

Submit print applications to: Ingrid Boyer
Saugatuck-Douglas District Library
PO Box 789
Douglas MI 49406

Applications may also be submitted via email to stdib@llcoop.org

Saugatuck-Douglas District Library is an equal opportunity employer.