Associate II: Youth Associate

Organization: Ida Rupp Public Library

Hours: Full-Time, 40 hours/week; Non-Exempt; Days, evening and weekend hours

Salary: $14.50 - $18.50 dependent upon qualifications

Ida Rupp Public Library is seeking a creative and energetic individual to be our full time Youth Associate at the main library in Port Clinton, Ohio.

Duties:

Responsible for planning and implementing storytimes, preschool and school age programming and assisting with development and implementation of annual youth summer reading program.
Serve as a liaison with the public schools and child care centers; providing outreach activities in community locations.
Coordinates with teachers and hosts classroom visits to the library.
Checks library material in and out. Shelves library material. Performs related duties.

Requirements:

High school diploma or equivalent.
Knowledge of current library trends
Computer experience with standard office software, including Microsoft Office products, email, and internet usage.
Ability to work accurately with attention to detail.
Ability to work a flexible schedule that may include days, evenings and weekends.
Valid driver’s license and reliable transportation.
Ability to retain, follow, and recommend library policies and procedures.
Ability to life 30 pounds.
Successfully pass a background check.

Application Process:

For consideration, please send a completed application and resume (applications can be found on our website) to:

cmcgrath@seolibraries.org

or

Courtney McGrath, Assistant Director
Ida Rupp Public Library
310 Madison Street
Port Clinton, OH 43452

Deadline: Application materials received by Friday, April 1, 2022 will receive priority.

Complete job description can be found on our website www.idarupp.org/careers