

CHILDREN'S ASSOCIATE

Full time, 40-44 hours per week

Euclid Public Library is accepting applications for an energetic and creative person to join the Youth Services team. The successful applicant will have experience working with children, tweens, or teens. Responsibilities include answering reference questions in-person, by phone, email, and online chat including recommending books to youth for leisure and helping to find resources for school assignments, preparing and conducting programs for children and families such as storytime for preschoolers and programming for babies or school age children, and assisting youth and their families with the use of computers and printers.

Qualifications: Bachelor's degree required. Knowledge of children's interests and popular culture useful, proficient with Microsoft Office/Office 365 applications. Library experience helpful, experience working directly with children is preferred. The ideal candidate will have a strong desire to learn about books and resources for youth.

Schedule: 8:00am-5:00pm on Mondays and Wednesdays, 12:45pm-9:00pm on Tuesdays and Thursdays, alternating Fridays (8:00am-5:00pm) and Saturdays (8:30am-5:00pm). Some Sundays on a volunteer basis, October to May. Scheduled Sunday time is above and beyond the regular 40-hour schedule. This schedule is not flexible however, the schedule is subject to change based on the needs of the library.

Hourly rate: \$16.19 per hour

To apply visit our website at <https://www.euclidlibrary.org/employment> to submit a cover letter and resume.

Date of Posting: May 10, 2022 - Open until filled

NO PHONE CALLS OR EMAILS REGARDING APPLICATION STATUS PLEASE