Employment Opportunity - Children Services Associate

The Twinsburg Public Library seeks a full-time (37.5 hours/week) Children Services Associate to provide excellent customer service to our valued patrons. Essential duties include answering reference and reader’s advisory questions at the children’s desk, signing patrons up for events and programs, and checking out materials to patrons. The successful candidate will develop and carry out activities for children ages 0-11, including regularly scheduled story times, and promote the Library’s collection via displays and collection management. Collection development of audiovisual materials, including video games for the department, is an important responsibility for this position. Our ideal candidate is enthusiastic, motivated, and willing to work as part of a dynamic team. The hourly rate for this position is $14-16/hour commensurate with experience.

Requirements

- High school diploma or equivalent. Bachelor’s or Associate’s degree preferred (Education, English reading and literacy, or childhood development majors preferred).
- Two or more years of experience in public libraries or in education.
- Ability to work two evenings a week and rotating weekends.

Benefits

- Ten paid holidays
- 24 days of vacation
- Sick leave
- Ohio Public Employees Retirement System
- Individual health and life insurance
- Option to participate in Ohio Deferred Compensation and AFLAC

Please apply online to Melissa Tallis, Children Services Manager, and upload a resume and letter of interest. The online application and full job description may be found at www.twinsburglibrary.org/jobs. See job description for required knowledge, skills, and abilities. Open until filled.