

**Are you ready to “*Find Yourself Here*”? At the top public library system in the Nation.**

CCPL is currently seeking a **Monitor/ Mentor** here in Northeast Ohio.

**Review the summary of the job description below AND apply today:** [6192694:Career Search \(saashr.com\)](https://6192694:Career Search (saashr.com))

### **GENERAL SUMMARY**

Under limited supervision, circulates throughout both the interior and exterior public areas of the library property in an effort to maintain an atmosphere and environment conducive to library use and enjoyment with an emphasis on positive interactions with young people. Assists the library staff to ensure that applicable Library policies, Security Guidelines and Rules of Conduct are followed.

### **ESSENTIAL JOB FUNCTIONS**

- Complies with Cuyahoga County Public Library's policies, rules, guidelines, procedures, requirements, standards, and practices applicable to the job, including (but not limited to) work scheduling and attendance, customer service, use of Library property, computer use, personal conduct, and confidentiality.
- Upon arrival at the branch assigned, reports to person-in-charge, signs in and obtains a briefing on any current problems and/or issues.
- Circulates throughout public areas, both interior and exterior, of the library property to ensure compliance with the Library's policies, Security Guidelines and Rules of Conduct.
- In the course of the work day, will develop a rapport with our customers, especially our youth, in order to establish a positive environment based on respect and responsible use of the library.
- Escorts persons asked to leave the building to the door to insure they exit. Attempts to determine the identity of anyone directed to leave. Reports that information, including reason for removal, to the Branch Manager or the person-in-charge, before the end of the shift.
- Assists library customers with basic information regarding library rules, policies, organization, locations, services, and facilities.
- Calls police, parents/guardians, or other authorities as appropriate.
- Maintains a log recording all significant incidents and communicates these incidents to appropriate staff. Completes the Library's Incident Reports when necessary.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.



### **Summary Minimum Education & Experience Required**

- Bachelor's degree and/or current Ohio Teaching Certificate strongly preferred (or combination of some college plus relevant experience as a teacher's aide or security experience).
- Demonstrated experience of positive interactions with young people is advantageous.

### **OTHER TESTING/LICENSES REQUIRED**

- License  
A valid driver's license is required, as is reliable personal transportation and in-force automobile insurance.
- A criminal background check is required.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

- No major sources of working conditions discomfort, i.e. standard work environment with possible minor inconveniences due to occasional noise, crowded working conditions, and/or minor heating, cooling or ventilation problems.
- Position involves extensive walking throughout the interior and exterior of the Library's property where assigned.