

# FULL TIME POSITION AVAILABLE CHILDREN'S ASSOCIATE

(40 Hours Per Week)

Euclid Public Library is accepting applications for an energetic and sociable Children's Associate. The successful candidate will have experience working with children, tweens, and/or teens. Primary responsibilities include answering reference questions in-person, by phone, and email, recommending books to youth for leisure, helping patrons find resources for school assignments, and compiling resources for teachers. The incumbent will also have to enforce the library rules with library patrons of all ages. Secondary responsibilities include conducting storytimes and the occasional school visit.

Qualifications: Bachelor's degree required. Knowledge of children's interests and pop culture useful, proficiency with Microsoft Office/Office 365 applications a plus. 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. Valid Ohio Driver's License required.

Schedule: Monday and Tuesday 12:45-9:00pm, Wednesday and Thursdays 8:00am-5:00pm, alternating Fridays (8:00am-5:00pm) and Saturdays (8:30am-5:00pm). Sunday work available from 1:00-5:00pm on a volunteer basis.

The schedule above is not negotiable and could be subject to change based on the needs of the library.

Hourly rate: \$17.18 per hour

To apply visit our website at <https://www.euclidlibrary.org/employment> to submit a cover letter and resume. Calls regarding your application status will not be accepted. If you are selected for an interview, you will be contacted by the hiring manager.

Date of Posting: October 2, 2024 Open until filled

**NO PHONE CALLS OR EMAILS REGARDING APPLICATION STATUS PLEASE**