

Job Title: Part-Time Children's Librarian

Summary

The Part-Time Children's Librarian plans and provides engaging library services and programs for children and families, with a strong emphasis on storytimes.

Essential Duties and Responsibilities

- Plan and conduct preschool storytime every Tuesday and Thursday morning.
- Track storytime attendance and assist with basic reports and statistics.
- Coordinate with the Library Director to plan other programs and special events, including setup and cleanup.
- Assist patrons in selecting books and library materials.
- Provide friendly and effective customer service.
- Assist with circulation desk duties and general library operations as needed.
- Assist with opening and closing procedures as needed.
- Enforce library policies and standards of conduct in a respectful and consistent manner.
- Other duties as assigned.

Required Qualifications

- Bachelor's degree preferred; relevant library, education, childcare, or programming experience may be considered in place of degree requirements.
- Experience working with children and families.
- Strong communication, organizational, and public speaking skills.
- Creativity, enthusiasm, and ability to engage children of various ages.
- Basic computer and technology skills.
- Ability to work flexible hours, including evenings and weekends.
- Experience working with the public in a service-oriented environment.

Physical Requirements

- Ability to stand, sit, walk, bend, and reach for extended periods.

- Ability to push carts and lift materials weighing up to approximately 25 pounds.

Schedule

Part-time position; hours vary and may include evenings and weekends.

Reports To

- Library Director