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EMPLOYMENT OPPORTUNITY: Library Assistant: Children's Services Department

Date: October 3, 2024

Hours: Full-time (35 hours)

Starting Salary 13.50/hour; Starting compensation depends on qualifications and experience.

Come join our team! The Barberton Public Library is seeking a qualified candidate for the position of Library Assistant in the Children's Services Department. The position is full-time and requires a flexible schedule, including evenings and weekends.

ABOUT THE LIBRARY

Since 1903, the Barberton Public Library has been an essential community asset. It is our mission to promote independent thought and community interaction by providing services and resources necessary for individuals to pursue educational, creative, personal, and professional interests.

We offer a comprehensive benefits package, including paid vacation and sick leave, 12 paid holidays, voluntary health, dental, and life insurance benefits, and retirement through the Ohio Public Employees Retirement System (OPERS).

JOB RESPONSIBILITIES

The Children's Library Assistant will provide excellent customer service to our valued patrons, including reference and reader's advisory service to children, caregivers, and teachers; assist with developing Library programs and activities for children ages 0-11, both in the Library and through community outreach; instruct customers in the use of library equipment, software, and computers; assist in the creation of bulletin boards and promotional displays and participate in library committees and projects as needed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Bachelor's degree from an accredited college or university in a related field with two or more years of related work experience; ability to work as part of a team and demonstrate initiative and creativity; knowledge of youth materials in all formats; excellent customer service skills; an understanding of library practices in regard to confidentiality, privacy, and equal access.

DEADLINE FOR APPLICATION: Open until filled (Initial review of applicants will begin October 21, 2024)

For consideration, applicants should submit an application, resume and cover letter to employment@barbertonlibrary.org or mail them to:

**Director
Barberton Public Library
602 W. Park Avenue
Barberton, OH 44203**

THE BARBERTON PUBLIC LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER