



EMPLOYMENT OPPORTUNITY

Bexley Public Library

2411 E. Main St.

Bexley, OH 43209

614-231-9709

JOB POSTING: Homework Help Center Coordinator

DATE OF POSTING: 1/13/14

FLSA: Part-time, non-exempt

DESIGNATED POSITION HOURS: 22

APPLICATIONS RECEIVED BEFORE JANUARY 19, 2014 WILL RECEIVE PREFERENCE

SCHEDULE:

Monday-Thursday 3-7

Every other Saturday 9-6, Sunday 1-5

Summary of Position:

The Homework Help Center Coordinator oversees all aspects of the Homework Help Center (HHC) including tutoring, volunteers, supplies, and programming. Responsibilities also include building effective relationships with students, parents, and teachers, providing one-on-one homework help, tracking statistic and usage trends, and performing all duties of a library associate as needed. The successful candidate will demonstrate exceptional customer service and organizational skills, excellent teaching and tutoring abilities, and a strong desire to work with young people.

Summary of Requirements:

1. Bachelor's degree and
2. A minimum of one (1) year of customer service experience, preferably at least one (1) year working with children or a minimum of one (1) year of teaching experience; or an equivalent combination of knowledge, skills, and experience

A complete list of requirements and the full position description are available on the library's website: www.bexleylibrary.org/employment

To apply, you must complete the following:

1. Complete and submit a Bexley Public Library job application form, located on the library's website: www.bexleylibrary.org/employment.
2. E-mail a copy of your resume, cover letter, and contact information for three professional references to: rrubin@bexleylibrary.org.