**Job Opening – Children’s Coordinator (Part Time)**

The Alexandria Public Library is seeking an enthusiastic and creative Children’s Coordinator to join our team. The Alexandria Public Library delivers dynamic service to children and families with an extensive collection, electronic resources and programming. The Children’s Coordinator will have routine interaction with library users to provide all aspects of library information assistance. Responsibilities include but are not limited to:

* Planning, organizing and preparing materials for programing and class visits.
* Childrens’ collection maintenance.
* Promote and organize displays for the library.
* Perform routine operational procedures for customers and all other duties as assigned by the supervisor.
* Attend appropriate workshops and seminars related to job duties.

The ideal candidate must have a strong interest in providing excellent customer service to children and their parents/caregivers.  An awareness of trends in children’s literature and popular culture is a plus.

This is a part-time position requiring 30 weekly hours. Night and weekend hours will be necessary.  Flexibility in meeting the library’s scheduling needs is necessary, and work schedule may vary from week to week. The library participates in the Ohio Public Retirement System.

Interested individuals should complete an application for consideration. This position is opened until filled. Applications can be mailed or scanned and sent via email.

Apply by mail: Carrie Strong, Director

10 Maple Dr.

PO Box 67

Alexandria, OH 43001

Apply by email: [cstrong@alexandria.lib.oh.us](mailto:cstrong@alexandria.lib.oh.us)

Carrie Strong, Library Director

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