

LIBRARY ASSISTANT, CHILDREN'S SERVICES

Do you enjoy providing top-rated customer service? Are you enthusiastic about helping children? Do you want to be part of an all-star team providing a valuable resource to the community? We have one opening for a Library Assistant – Children's Services at the Cuyahoga Falls Library. The position is part-time, 20-28 hours per week.

The Cuyahoga Falls Library's mission is to connect people with the world of ideas, information, and imagination by providing access and professional guidance to resources that inform, entertain, and enrich.

This position assists in accomplishing that mission by:

- Providing information and reader's advisory service in person and over the telephone.
- Assists in creating and executing children's programs and events.
- Assists and instructs the public in using the library's collection and equipment.
- Assists with the development of the children's collection.
- Conduct preschool and other community outreach initiatives.
- Acts as a mentor by connecting patrons and staff with information, tools, and resources to pursue their passions.

Education/Experience

- Bachelor's degree required.

Essential Functions/Knowledge of the Position

- Performs information desk duties.
- Ability to communicate effectively, orally and in writing.
- Enthusiastic about excellent customer service for internal and external customers.

- Knowledge of children's literature and other resources for young people.
- Knowledge and experience in literacy development, reading instruction, and STEAM.
- Knowledge of child development as it relates to engaging programming.
- Cooperative, flexible, optimistic, and positive attitude.
- Enthusiastic about serving young people and other customers.
- Work well independently and as a team member.

Core Competencies

- Adaptability
- Problem-Solving
- Communication
- Customer Service
- Teamwork

Position Type and Expected Hours of Work

This is a part-time position, approximately 20-28 hours a week. Days and hours of work vary by schedule. Evening and weekend work will be required. The pay is \$14.40/hr.

If you are interested in this exciting opportunity, email:

employment@fallslibrary.org or mail to Cuyahoga Falls Library, 2015 Third Street, Cuyahoga Falls, OH 44221 a resume or application (available at <https://fallslibrary.org/about/careers/>).