

Open Position Announcement

Title: Children's Assistant

Rodman Public Library is seeking applicants for the position of Children's Assistant. This is a part-time position for 20 to 24 hours per week. The successful candidate must have the ability to work a flexible schedule, including evenings and weekends.

Qualifications:

- High school diploma or GED; Related college degree or courses preferred
- Valid Ohio driver's license and ability to provide own transportation
- Previous experience working with children
- Ability to work a flexible schedule, including evenings and weekends

Job Summary: The successful candidate must have a genuine passion for working with children. The Children's Assistant participates in the planning and implementation of programs and events for children and caregivers. The Children's Assistant also efficiently assists patrons of all ages in a professional, courteous manner and performs related clerical duties. This position requires a dedication to helping children develop a love of the library and literacy by providing exceptional customer service, with a solution-driven approach in order to provide access to library services and resources. Multi-tasking skills and the ability to prioritize work effectively are also essential to this position.

Rate of Pay:

- Starts at \$13.25/hour with consideration given for education and experience

Benefits:

- OPERS retirement
- Paid holidays, sick leave, and vacation leave
- Continuing education opportunities

Date Posted: January 27, 2025

Application Procedure: To be considered, interested applicants must scan and submit a completed Rodman Public Library to employment@rodmanlibrary.com. The application form can be found online at rodmanlibrary.com/employment along with the full job description.