



Franklin Library · 44 E. Fourth Street · Franklin, Ohio 45005 · 937-746-2665
Springboro Branch · 125 Park Lane · Springboro, Ohio 45066 · 937-748-3200

EMPLOYMENT OPPORTUNITY

Children's Library Associate - Full-time (37.5 hrs./week), Non-Exempt

DATE OF POSTING: November 29, 2023

LOCATION: Springboro Library

SCHEDULE: The Library operates seven (7) days a week and requires staff members to work evenings, weekends, and holidays.

POSITION SUMMARY: The Children's Library Associate assists the Children's Service Coordinator in creating, implementing, and presenting programs and services (virtual and in-person) for children ages 6 months – 12 years. The Associate will also support child-related programs and services for parents, caregivers, and teachers, as well as providing customer service and performing a variety of tasks related to assisting patrons. The Associate will make item suggestions, perform reference services, provide technology assistance, and perform collection maintenance.

QUALIFICATIONS AND REQUIREMENTS:

- Bachelor's degree desirable. Experience working with children preferred.
- Exhibit creativity in the creation and development of programming and storytelling techniques.
- Strong background in children's literature and a functional understanding of children's behaviors.
- Demonstrate a high degree of comfort with technology and the ability to learn and apply new skills, including familiarity with iPads, downloadable materials, and website editing.
- Uses creativity and resources to find craft ideas. Orders, creates, and assembles supplies for craft kits and programs.
- Effective verbal and written communication skills. Ability to speak before groups of students, parents, and teachers in order to promote the library.
- Works closely with the Children's Services Coordinator to implement programs at both the Franklin and Springboro libraries.
- Assists patrons of all ages with the task of finding appropriate materials in the juvenile collection.
- Helps identify, evaluate, and select materials for the children's collection that meets the educational, informational, intellectual, and recreational needs of the library's juvenile patrons.
- Provide excellent customer service to search and locate requested materials, check materials in and out, process holds, register patrons, collect fees, and answer reference questions.
- Provide prompt, accurate assistance for patrons utilizing library resources and services including the catalog, website, digital library, and e-resources.
- Maintain familiarity and assist patrons with various technologies including phones, computers, tablets, printers (wireless printing), and copiers (faxing, scanning, and copying).
- Maintain composure and emotional balance while dealing with the public and co-workers.

BENEFITS: This is a full-time non-exempt position. The salary range is dependent on qualifications. Benefits include sick and vacation leave, health, dental, and life insurance and membership in the Ohio Public Employees Retirement System.

Interested persons should complete an application form available at either FSPL location or at www.fspl.org/content/employment-opportunities.

The Franklin-Springboro Public Library is an equal opportunity employer.