



Wayne County Public Library
Wooster/Main Library

Position Opening

Title: Children's Assistant (part-time)

Date Posted: November 27, 2023

Job Responsibilities: Under general supervision, the Children's Assistant assists with maintaining the Children's collection and performs other tasks as assigned.

Illustrative Duties: Shelves library materials according to proper filing order; reads shelves for correct placement of materials within the building; straightens shelves and shifts materials; clears work tables of used materials and re-shelves; cleans materials as needed; helps prepare and assists with library programs, as assigned.

Qualifications: High school diploma, or equivalent. Previous library experience preferred. Knowledge of children's literature, preferred. Applicant must have a valid Ohio driver's license and an acceptable driving record.

Working Conditions: Part-time, approximately 20 hours per week

Ability to work a flexible schedule including evenings and weekends.

Skills and Abilities: Presents a positive, professional image to the public; interacts and responds appropriately to patrons and staff; develops and maintains effective working relationships with supervisor and staff; communicates effectively in written and oral form; maintains confidentiality.

Starting Pay: \$11.35 per hour.

Application Procedure: Application forms may be obtained at any of our locations or online at www.wcpl.info. Completed library application forms and resumes may be emailed to: jobs@wcpl.info or mailed to:

Wayne County Public Library
304 N. Market
Wooster, OH 44691.
Attn: Human Resources

Deadline: Applications will be accepted until the position is filled.

In compliance with Federal and State equal employment opportunity laws, the Wayne County Public Library considers qualified applicants for positions without regard to age, race, color, religion, gender, sexual orientation, national origin, disability, or ancestry.