



Summer Reading Club Assistants (3 Positions)

Part-time 20 hours per week (May 13 – July 27, 2024)

The Washington-Centerville Public Library, a busy mid-sized suburban library serving a population of approximately 56,000 citizens in the communities of Centerville and Washington Township, is seeking three temporary part-time Summer Reading Club Assistants to help us fulfill our [Vision Mission and Values](#) and demonstrate our [Customer Service Philosophy](#).

Essential Duties & Responsibilities:

- Interact with children and teens by encouraging them to participate in the summer reading club program. Provide Summer Reading Club information and instructions to patrons.
- Basic clerical duties include writing, record keeping, handling sign-ups, stamping game boards, distributing prizes, and data input and retrieval of information from various PCs, automated systems, and other sources.
- Must work extremely well with children, teens, and adults.

Required Skills & Knowledge:

- **High School Diploma.**
- Strong customer service orientation with 1 year of work experience serving the public.
- Minimum 1 year work experience with youth preferred.
- Computer literate.
- Self-motivated, organized, detailed-oriented, and excellent time management skills.
- Excellent verbal communication skills.
- Ability to meet scheduling requirements.

Schedule of Hours:

Work Schedule	Position 1 – Centerville	Position 2 – Centerville	Position 3 - Woodbourne
Monday	11:00 am – 3:00 pm	3:00 pm – 7:00 pm	12:00 pm – 4:00 pm
Tuesday	11:00 am – 3:00 pm	3:00 pm – 7:00 pm	12:00 pm – 4:00 pm
Wednesday	3:00 pm – 7:00 pm	11:00 am – 3:00 pm	12:00 pm – 4:00 pm
Thursday	3:00 pm – 7:00 pm	11:00 am – 3:00 pm	12:00 pm – 4:00 pm
Alternating Friday 1 with Saturday 2	11:00 am – 3:00 pm / 12:00 pm – 4:00 pm		
Alternating Friday 2 with Saturday 1		11:00 am – 3:00 pm / 12:00 pm – 4:00 pm	
Friday only			12:00 pm – 4:00 pm
Total Hours/Week	20 hours/week	20 hours/week	20 hours/week

- Duration: May 13, 2024 – July 27, 2024
- Flexibility to work different days/hours during the last week of July 22 (last week of reading clubs) required.
- Flexibility to work at different Library locations as needed.
- **No time off will be permitted after the start date.**

Compensation:

- Starting pay for this position is \$10.45 per hour.

To Apply:

To be considered for this position, please email WCPL application to HumanResources@wclibrary.info
Or submit to: Human Resources – **SRCA224WP**, Washington-Centerville Public Library, 111 West Spring Valley Road, Centerville, Ohio, 45458.

- WCPL Application can be found at www.wclibrary.info under Employment

Refer to job code **SRCA224WP**. Please state your availability to work on your application and whether you have a preference for Position 1 or 2 at Centerville or Position 3 at Woodbourne.

All offers of employment will be contingent upon the candidate successfully completing a Bureau of Criminal Identification (BCI) fingerprint check. Applicable to all candidates over the age of 18.