



Summer Reading Club Assistants – Part-time 28 hours/week

May 15, 2019 to August 2, 2019

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 two temporary part-time Summer Reading Club Assistants to help us fulfill our [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 including 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**; some college preferred.
- 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:

There are three positions available, one at the Centerville Library and two at the Woodbourne Library. Each position requires alternating Friday and Saturday for a total of 28 hours per week. See schedule of hours below.

Work Schedule	Position 1 Centerville Hours of Work	Position 2 Woodbourne Hours of Work	Position 3 Woodbourne Hours of Work
Monday	10:00 am – 2:00 pm	10:00 am – 2:00 pm	3:00 pm – 9:00 pm
Tuesday	10:00 am – 2:00 pm	10:00 am – 2:00 pm	3:00 pm – 9:00 pm
Wednesday	3:00 pm – 9:00 pm	3:00 pm – 9:00 pm	10:00 am – 2:00 pm
Thursday	3:00 pm – 9:00 pm	3:00 pm – 9:00 pm	10:00 am – 2:00 pm
Friday 1	Off	Off	10:00 am – 6:00 pm
Friday 2	10:00 am – 6:00 pm	10:00 am – 6:00 pm	Off
Saturday 1	9:00 am – 5:00 pm	9:00 am – 5:00 pm	Off
Saturday 2	off	Off	9:00 am – 5:00 pm
Total Hours	28 hours per week	28 hours per week	28 hours per week

Candidates who are available to start on or before May 20 will be given first consideration. The position is for the term May 15 – August 2. **No time off will be permitted after start date.**

Compensation:

- Starting pay for this position is \$8.55 per hour.

To Apply:

To be considered for this position, please email WCPL application to HumanResources@wcpl.lib.oh.us

Or submit to: Human Resources – **SRCA219WP**, 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 **SRCA219WP**. Please state your availability to work on your application and whether you have a preference for Position 1 (Centerville), Position 2 (Woodbourne) or Position 3 (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.