

## POSITION ANNOUNCEMENT

### EARLY CHILDHOOD SPECIALIST – PART TIME OUTREACH SERVICES - BUCKEYE LIBRARY

Medina County District Library is a mid-sized library system renowned for its great customer service, books and e-media, technology, and innovative events for all ages. We believe in giving back to the communities we service and being THE place to gather and learn and have fun.

#### **REQUIRED KNOWLEDGE AND ABILITIES TO PERFORM THE FOLLOWING:**

We're looking for an energetic, friendly Early Childhood Specialist committed to providing outreach services to young children and their caregivers in the community. Successful candidate will prepare and conduct story times, community programs and special events; provide information about library services and materials and Every Child Ready to Read principles. Position involves working with Community Engagement Manager to develop promotional materials for early literacy. Assists the Head of Children's Team with development of new services for children. Reports to Manager of Outreach Services, serves on Children's Team and other committees, as assigned.

#### **QUALIFICATIONS:**

Candidate must possess a Master of Library Science or Master of Education degree or be within six (6) hours and six (6) months of graduation. Must possess and maintain a valid Ohio driver's license with an acceptable driving record and be able to travel to offsite locations. Physical demands include lifting up to 25 pounds of material on occasion, sit, kneel, climb, and move in other ways to engage with preschool children and caregivers. Qualified applicant should have Every Child Ready to Read experience; ability to handle multiple tasks; communicate effectively and work as a team member; establish rapport with children and caregivers; present professional image to public and maintain confidentiality. Must also be willing to work a flexible schedule.

#### **WAGE:**

\$17.85 per hour – commensurate with experience and in accordance with specified salary schedule Grade 9

#### **BENEFITS:**

Prorated vacation, sick, holidays; professional dues; Public Employees Retirement System

#### **HOURS:**

Part-time; 20 hours per week; flexible schedule required including some days, evenings, Saturdays and Sundays (*schedule subject to change based on needs of the library*)

#### **SUBMIT COVER LETTER, RESUME AND APPLICATION TO:**

Application available online at [www.mcldl.info](http://www.mcldl.info)  
Email to: [human.resources@mcldl.info](mailto:human.resources@mcldl.info)  
Human Resources Office  
Medina County District Library  
210 S. Broadway Street  
Medina, OH 44256  
FAX: (330) 722-2855

#### **DEADLINE FOR APPLICATION:**

**Friday, July 28, 2017**