

**QUINCY PUBLIC LIBRARY
POSITION OPEN**

CLASSIFICATION: Children's Event Clerk

DEPARTMENT: Information Services

DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

Assists in the presentation of literature-based and multi-media programs, including puppetry, drama, crafts, and story-telling for children; assists in the implementation of community outreach, school programs, and library-wide campaigns; participates in program committee planning, including developing themes for the year and discussing possible program ideas with the programming team; works with equipment and software, current and future, which support programming including entering program information into Evanced; inventories, organizes, and maintains supplies for programs, and puppets, props, and backdrops for puppet shows.

QUALIFICATIONS:

Associates Degree and two years library or relevant experience preferred. Experience working with children and familiarity trends in children's literature and programming preferred. Creativity and enthusiasm for working with children. Excellent organization, time-management, and multi-tasking skills. Demonstrated computer experience required. Ability to lift, push, carry and/or pull moderate to heavy materials. Excellent written and oral communication skills. Clean driving record and valid driver's license.

RATE OF PAY: \$10.74

HOURS: Part-time position, approximately 20 hours per week, with a varying schedule consisting of days, evenings, and weekends.

APPLICATION FORMS AVAILABLE AT:

Administration Office
Quincy Public Library
526 Jersey, Quincy, Illinois 62301

The Library is an Affirmative Action / Equal Opportunity Employer
08/15/17