MONROE COUNTY, GEORGIA
EMPLOYMENT OPPORTUNITY

CHILDREN'S COORDINATOR

Monroe County Library

STARTING HOURLY RATE
$17.32 PER HOUR

DEPARTMENT / STATUS
Library | Part-Time

POSITION SUMMARY

The Children's Coordinator plans and leads library programs for children, helps patrons use library services, and carries out general library duties under the direction of the Branch Manager.

KEY RESPONSIBILITIES

- Plan, publicize, and lead Story Time and Nursery School programs and attend related workshops.
- Help run the Vacation Reading Program for children and adults.
- Conduct library tours, schedule meeting rooms, and prepare bulletin boards.
- Assist patrons with library services and maintain the library's inventory, files, and records.
- Order juvenile and easy-reader books and recommend additions to and removals from the collection.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of library policies, procedures, literature, and periodicals.
- Ability to plan and organize, work with data and statistics, and communicate effectively in writing and in person, including with children.

MINIMUM QUALIFICATIONS

One to two years of direct work experience with children.

HOW TO APPLY

Download an application at www.Monroecoga.org under Departments, Human Resources, and Employment Applications, or pick one up at the Monroe County Commission Office, 38 West Main Street, Monday–Friday, 8:00 a.m.–5:00 p.m.

Submit your completed application in person to the Monroe County Administration Office or email it to Human Resources at jabbott@monroecoga.org.

Applications will be accepted until the position is filled.

Monroe County is an equal opportunity employer and a Drug Free Workplace