



Youth Services Desk Assistant-P/T
Temporary 1/1/18-8/31/18
Job Announcement

Date: December 19, 2017

Position: YOUTH SERVICES DESK ASSISTANT/TEMPORARY (hourly, part-time)

General Duties:

Provide reference and reader's advisory services to library patrons; create displays and promotional materials; engage in outreach activities; plan and perform youth programs (including weekly story time); assist the Youth Services Specialist and Youth Services Assistant as needed. Other duties as assigned.

Qualifications:

High school diploma or equivalent (GED) plus two (2) years working with children. Aptitude for library work. Communicate effectively and cordially with a diverse community and coworkers. Must be able to push, shelve, pull and lift 40 (forty) pounds. **A CRIMINAL BACKGROUND CHECK IS REQUIRED.**

Salary:

\$8.25 per hour. No benefits

Schedule:

Maximum of 17 hours per week; morning, afternoon, evening and weekend work required.

Apply To: Nancy Guinn Memorial Library

ATTN: Youth Services Department
864 Green Street, Conyers, GA. 30012

-or-

online @ www.conyersrockdalelibrary.org

Applications are available at the Circulation Desk or online.

Position open until filled. Temporary position: Jan 2018-Aug 2018

**THE CONYERS-ROCKDALE LIBRARY SYSTEM
IS AN EQUAL OPPORTUNITY EMPLOYER.
DRUG FREE WORKPLACE.**