

Knightstown Public Library
5 E Main Street
Knightstown, IN 46148
765-345-5095
ktown_library@hrtc.net

Position description:
Children's Library Assistant

The Knightstown Public Library seeks an enthusiastic, flexible and service-oriented candidate for the part-time position of Children's Library Assistant. The Children's Library Assistant will work with the Library Director to promote the use of the library by young members and their families. This position is part of a pilot program and can only be guaranteed for one year.

Responsibilities:

- * Plan and present children's programs, including storytelling, crafts, and special events
- * Provide library outreach service programs to local schools and daycare centers
- * Develop and prepare displays, promotional materials, and recommended reading lists
- * Provide reference and readers advisory services to children and their parents
- * Provide bibliographic and technology assistance for children
- * Maintain data and make recommendations for programs, policies, and procedures within the department
- * Enhance professional knowledge by attending workshops, reading professional materials, and participating in individual and staff training to achieve professional certification
- * Evaluate, select, and weed juvenile materials
- * Work 10 hours a week, including some weekends
- * Other duties as assigned

Required Qualifications:

- * High school diploma or GED certificate
- * Experience working with children in school or libraries
- * Creativity and ability to work both independently and as part of a team
- * Ability to manage and prioritize multiple tasks and projects
- * Excellent oral and written communication skills
- * Familiarity with Microsoft Word, email, database searching, and the Internet

Desired Qualifications:

- * Associate degree in a related field

Please send resume describing education and experience to the above address or via email by Oct 31, 2011
The Knightstown Public Library is an equal opportunity employer