

# City of Lighthouse Point Job Announcement Children's Services Assistant – Part Time 25 Hours

## Job Description

Be an ambassador for the library and literacy to the City's youngest residents and their parents/caregivers. Create, coordinate, and present programs for children/young adults (infant to 18 years). Reader advisory for print and web youth resources. Aid in the selection of materials for the youth collections. Assist patrons in all areas of the library including help with front desk, adult circulation or reference, public access computers, printing, book donations, phones, and other library areas/functions as assigned or needed.

## Minimum Job Qualifications

Must have at least 1 year of professional experience presenting children's story times or educational programming while working directly with children, parents, and youth literature. Professional experience may include working with children and adults in a library/media center, school, aftercare, or other organization serving children and families.

## Minimum Education Requirement

Bachelor's degree with training emphasis in library/information science, education, or an associated field. Experience (beyond minimum job qualifications) working directly with children, parents, youth literature, children's educational programs, or in a library/media center may be substituted for a bachelor's degree.

## Essential Functions

Present multiple youth programs for various ages including story times, school/group fieldtrips (both in library and outreach), after school series, special events, and teen talks. Assist patrons with locating and selecting materials. Educate patrons of all ages on information literacy, print and digital collections, library services, programs and classes.

**The following duties are normal for this position. These are not to be construed as all-inclusive. Other duties may be required and assigned.**

Provides core library functions/assistance to patrons of all ages in a professional and courteous manner. Operates telephone. Uses computer to enter, retrieve, review, or modify data. Utilizes Microsoft Office (especially Word and Excel), current cataloging software, database, and research programs. Cross-training in basic library procedures is essential.

## Salary/Benefits/Schedule

\$15.77 per hour. (Increases to \$16.24 on October 1, 2016). Weekly schedule will vary from 25 to 28 hours. Benefits include sick time, vacation time, and some paid holidays. Work schedule will vary and may include mornings, afternoons, nights, weekends and/or split shifts.

## To Apply

Submit a resume **AND** a completed general employment application to Human Resources/City Clerk's Office, 2200 NE 38 Street, Lighthouse Point, Florida 33064. Note General Employment Applications are available online at [city.lighthousepoint.com/employment/](http://city.lighthousepoint.com/employment/) OR in City Clerk's Office. Please note, the interview process will include in-person interview(s), a full background check, and presenting at least one story time for an audience of children, parents, and interview panel.

**Job Posted: June 23, 2016** (Updated July 25, 2016 and August 26, 2016)

**Job Closes: When filled.** Prior applicants still under consideration.

**Contact – Jennifer Oh at 954-943-6500**

**The City of Lighthouse Point is a Smoke Free/Drug Free Workplace. The City does not hire individuals who now use or have used tobacco products within the last twelve (12) months. Applicants offered employment will be required to satisfactorily complete a drug screen, a reference check, and may be subject to additional job-related testing and requirements. SFWP/DFWP/EOE/ADA Please visit the City's website for full application instructions.**