Host Site: Community Library of Castle Shannon

Site Supervisor: Heather Myrah  Email/Telephone: myrahh@einetwork.net/412-563-4555

Position Category: X Academic  X Archive  X Children & Youth

X Public  School  Other

Time Commitment per week: X 10-15 hours

Compensation: $ _____ Hourly wage  $ _____ Stipend/term  X None

Public Transportation Accessible: X Yes  No  (Trolley Line)

Position Overview (1-3 sentences)

This position will include assisting the Children's Coordinator with programming, marketing, collection development, reader’s advisory and other daily library operations. It also could include assisting with other library programming and community outreach.

Essential Job Functions

- To plan, implement and market Children & Youth Programming
- Collection Development
- Assist patrons at the circulation desk and throughout the Library

Requirements

MLIS Student  Experience with MS Office
Customer Service Experience  Ability to lift heavy objects
Ability to work independently
Ability to follow directions

Other Skills/Abilities

Tech Savvy  Creativity  Must like children of all ages 😊