



Associate I: Part Time Youth Associate

Organization: Ida Rupp Public Library

Hours: Part-time, 20-28 hours/week; Non-Exempt; Days, evening and weekend hours

Salary: \$15.00 - \$18.50 dependent upon qualifications

Ida Rupp Public Library is seeking a creative and energetic individual to be our part-time Youth Associate at the main library in Port Clinton, Ohio.

Duties:

Assists with planning, organizing, and publicizing children's programs. Visits local schools and preschools to share a story time with stories, songs, and rhymes. Catalogs children's library materials. Assists with collection maintenance as necessary. Checks library materials in and out. Shelves library materials. Performs related duties.

Requirements:

High school diploma or equivalent.

Knowledge of current library trends

Computer experience with standard office software, including Microsoft Office products, email, and internet usage.

Ability to work accurately with attention to detail.

Ability to work a flexible schedule that may include days, evenings and weekends.

Valid driver's license and reliable transportation.

Ability to retain, follow, and recommend library policies and procedures.

Ability to lift 30 pounds.

Successfully pass a background check.

Application Process:

For consideration, please send a completed application and resume (applications can be found on our website) to:

cmcgrath@seoliberalies.org

or

Courtney McGrath, Assistant Director

Ida Rupp Public Library

310 Madison Street

Port Clinton, OH 43452

Deadline: Application materials received by Thursday, September 19, 2024 will receive priority.

Complete job description can be found on our website www.idarupp.org/careers