



## Summer Reading Club Assistants (2 Positions)

Part-time 20 hours per week (June 5, 2023 – July 29, 2023)

The Washington-Centerville Public Library, a busy mid-sized suburban library serving a population of approximately 56,000 citizens in the communities of Centerville and Washington Township, is seeking two temporary part-time Summer Reading Club Assistants to help us fulfill our [Mission and Values](#) and demonstrate our [Customer Service Philosophy](#).

### Essential Duties & Responsibilities:

- Interact with children and teens by encouraging them to participate in the summer reading club program. Provide Summer Reading Club information and instructions to patrons.
- Basic clerical duties including writing, record keeping, handling sign-ups, stamping game boards, distributing prizes, and data input and retrieval of information from various PCs, automated systems and other sources.
- Must work extremely well with children, teens, and adults.

### Required Skills & Knowledge:

- **High School Diploma.**
- Strong customer service orientation with 1 year of work experience serving the public.
- Minimum 1 year work experience with youth preferred.
- Computer literate.
- Self-motivated, organized, detailed-oriented, and excellent time management skills.
- Excellent verbal communication skills.
- Ability to meet scheduling requirements.

### Schedule of Hours:

- **Position 1** at Centerville Library: Monday to Thursday, 12:00 pm – 5:00 pm; 20 hours per week
- **Position 2** at Woodbourne Library: Monday to Thursday, 12:00 pm – 5:00 pm; 20 hours per week
- Duration: June 5, 2023 – July 29, 2023.
- Flexibility to work different days/hours during the last week of July 24 (last week of reading clubs) required.
- **No time off will be permitted after start date.**

### Compensation:

- Starting pay for this position is \$10.10 per hour.

### To Apply:

To be considered for this position, please email WCPL application to [HumanResources@wcpl.lib.oh.us](mailto:HumanResources@wcpl.lib.oh.us)  
Or submit to: Human Resources – **SRCA223WP**, Washington-Centerville Public Library, 111 West Spring Valley Road, Centerville, Ohio, 45458.

- WCPL Application can be found at [www.wclibrary.info](http://www.wclibrary.info) under Employment

Refer to job code **SRCA223WP**. Please state your availability to work on your application and whether you have a preference for Position 1 at Centerville or Position 2 at Woodbourne.

**All offers of employment will be contingent upon the candidate successfully completing a Bureau of Criminal Identification (BCI) fingerprint check. Applicable to all candidates over the age of 18.**