

# Employment Announcement

## Marion Public Library

### Children's & Teens Program Assistant (Evenings)

Marion Public Library is seeking an energetic and enthusiastic person to fill a position in Children's & Teen Services. This part-time position averages 18 hours per week.

**Responsibilities:** We are seeking a dedicated and customer-focused individual to provide courteous, efficient, and friendly library service to patrons of all ages and backgrounds. The ideal candidate will be organized, adaptable, and enthusiastic about supporting youth and teen programming.

#### Key Responsibilities:

- Deliver exceptional front-line customer service, including checking materials in and out, managing fines and fees, and assisting patrons with their library accounts.
- Assist in the planning, preparation, and implementation of programs and activities for children and teens.
- Maintain a welcoming environment and effectively engage with individuals from diverse age groups and personalities.

#### Hours:

<b>Monday thru Friday</b>	4-7 pm	15 hours
<b>Saturday</b>	10 - 4	6 hours (1/month)

**\*additional hours available by picking up shifts.**

**Qualifications:** Applicant should be computer savvy and be able to use technology to provide services for all ages. Customer-service experience required. Flexibility and experience working with these age groups are desired. Criminal background check necessary.

**Pay:** Depends on experience and education.

**To apply:** Applications are available at the Library Office or on the library website. Submit application, resume, and names of professional and personal references including e-mail addresses and phone numbers to: Jaime Pitt, Marion Public Library, 600 South Washington Street, Marion, Indiana 46953. [jpitt@marion.lib.in.us](mailto:jpitt@marion.lib.in.us).

**Opens:** 5/1/2025.

**Closes:** When filled.