

Part-Time Children's Library Coordinator

Become a part of the team at the second oldest circulating library in the country, and the South's oldest cultural institution!

The Charleston Library Society is seeking a Part-Time Children's Library Coordinator to create, organize, and deliver a well-crafted storytime program for young readers, under the general direction of the Head Librarian. The Library Society's storytime program runs from 3:30-4:30 on Tuesdays and Wednesdays, and on Saturdays from 10:00-11:00 am. Each storytime time involves 30 to 40 minutes of stories— using storytelling props (eg. flannel boards, puppets, etc.) and songs—with an additional 20-30 minute crafting session relating to the theme of the storytime.

The part-time Children's Library Coordinator's main responsibilities include:

- Creating and delivering well-prepared and fresh weekly lessons that bring together children's books with accompanying crafts and activities (1 hour sessions for families)
- Assisting with shelving and collections care
- Designing seasonal displays of books and relevant children's materials
- Providing reader's advisory services to parents, caregivers, and children
- Collaborating with the Head Librarian for children's collection development
- Monitoring and sharing notable trends in children's literature/ children's literacy as part of the library operations team
- Performing shelf-reading and responsively moving incorrectly shelved items correctly; Reshelving books accurately by location and call number
- Assisting in other areas as needed

Qualifications

- Must be very detail oriented, hard-working, trustworthy, reliable, efficient, and flexible
- Has a background in working with children (especially early childhood)
- Must have familiarity with searching library catalogs and using GSuite products
- Must have excellent oral and written communication skills
- Must be able to work independently and collaboratively in a team setting
- Must be able to take direction and complete tasks
- Must be able to lift 50 lbs
- Must be able to perform tasks that involve long periods of standing and sitting
- Is responsive to feedback from colleagues and families
- Is self-motivated but flexible, and has natural interest in the non-profit environment.
- Has a strong interest in reading and literacy

Preferred

Experience working in a library, school, or daycare setting.

Hours and compensation

- Tuesdays and Wednesdays from 11:00 am to 5:00 pm. Saturdays 9:00 am to 12:00pm.
- Hourly rate commensurate with experience. \$15-\$18/ hour.

Website

<http://www.charlestonlibrarysociety.org>

How to Apply

Please submit your resume, cover letter, and three references to:

librarian@charlestonlibrarysociety.org

Linked In Job Description:

<https://www.linkedin.com/jobs/view/3460547134>