

Dr. Samuel L. Bossard Memorial Library/Gallia County District Library

Employment Opportunity

Date Posted: March 17, 2023

Dates of posting: March 17, 2023 to March 27, 2023

Position: **Programming Associate**

Position Type: Non-Exempt

Location: Dr. Samuel L. Bossard Memorial Library

Reports to: Adult Services Program Coordinator (when working in adult programming; Youth Services Program Coordinator (when working in youth services)

Schedule: 30-40 hours per week, scheduled according to Library needs; Daytime, Evening, and Weekend hours; Must be able to meet the flexible scheduling needs of the Library

Pay Rate: Minimum starting hourly rate of \$12.26

General Summary

JOB OBJECTIVE:

Working under the direct supervision of the Youth Services Program Coordinator and/or Adult Services Program Coordinator (depending upon daily schedule), the Programming Associate must be a creative, energetic individual who will assist in developing, planning, implementing, presenting, and evaluating library-sponsored programs for all ages.

Education, Experience, and Training

MINIMUM JOB QUALIFICATIONS

Education

High school diploma or equivalent required. Requires combination of higher education, experience, certification, and training that provides the knowledge, skills, and abilities necessary to perform the work associated with this position.

Experience/Training

Must have experience working with children/youth ages birth through teens; strong public speaking and interpersonal communication skills are essential; some library-related experience is highly desirable.

Must possess a valid driver's license and have access to a vehicle.

Must pass a criminal background check.

Interested applicants should obtain an application and job description from Bossard Library (7 Spruce Street, Gallipolis) or online at www.bossardlibrary.org. Completed application must be postmarked by March 28, 2023 and mailed to:

**Bossard Memorial Library
Attention: Debbie Saunders, Library Director
7 Spruce Street
Gallipolis, Ohio 45631**