March 8, 2017

We’re seeking to hire a **Children’s Room Associate, Part-time!**
**(VAC# 2420-12)**

Richland Library is seeking someone who is energetic, creative, and outgoing, with a positive attitude. The individual we are seeking loves to meet and engage with children and their families; and is ready to become knowledgeable and passionate about children’s literature. The Children’s Room Assistant is smart, proactive, a fast learner, and has excellent technology skills.

If you feel you are the right person for this position, we encourage you to apply!

**All Richland Library employees are committed to:**
- Effectively demonstrating characteristics of being energetic, outgoing, and strongly customer-service oriented, including the application of Richland Library’s customer engagement standards.
- Greeting customers & successfully ascertaining individualized needs and/or requirements for each customer.
- Engaging, encouraging, and assisting diverse customers in all areas of the Library in a welcoming, professional, and respectful manner.

**Here are some of the things you would be doing if hired for this position:**
- Assisting customers in finding and using library materials effectively.
- Developing and actively utilizing ability to make recommendations of books to children, parents, and teachers.
- Assisting customers using automated systems, such as MS Office suite software products.
- Assisting with the preparation for programs, activities, and events.
- Assisting in supervising Junior and Teen Volunteers.
- Assisting with preparing carts of books to be shelved.
- Pulling automated and telephone requests.
- Preparing and maintaining craft tables, including all supplies.
- Assisting with general maintenance of the Children’s Room.
- Shifting collection and arranging books.
- May be shelving materials.
- Assisting Children’s Room Manager with special projects, as needed.
- Performing other associated duties as required or assigned.
Interested in what you’ve seen so far? Here are the minimum requirements needed to be considered for this position:

- Two years of academic training past high school (or equivalent of 4 semesters of college credit). Transcripts must be provided upon hire.
- Training or experience in early childhood development desirable.
- Specific technical training where needed to perform tasks.
- Valid driver’s license and safe driving record.
- Keyboarding skills.
- Ability to perform job functions.

Basic information about the job: Location, salary, hours

- **Where:** Children’s Room Dept. **1431 Assembly St., Columbia, SC 29201**
- **Salary:** $13.00 per hour
- **Hours:** 20.0 hours per week: Monday – Friday 9:00 am – 1:00 pm

**Richland Library may change location and schedule of any library job.**

This job involves being “on the move” in our libraries: It will include standing, walking, crouching, stooping, squatting, twisting, climbing, pushing/pulling up to 50 pounds, and lifting up to 25 pounds.

Why the Richland Library?

- Richland Library is a vibrant, contemporary organization that provides resources and information that advance the Midlands. Offering state-of-the-art technology, a variety of literary and cultural programs and 11 bustling facilities located throughout the county, Richland Library offers a truly customizable, modern library experience for residents and visitors alike.
- Our exceptional, diverse staff are passionate about serving our community. Become a part of our team and help change the way our customers work, play, create, and communicate.
- We are guided by our shared Vision: “to enhance the quality of life for our entire community”; and by strategic objectives including advancing our community, having an engaged staff who make a significant positive difference, and enhancing the experience and outcomes of customers who interact with us.

**The deadline to apply for this position vacancy is March 19, 2017.**

Applications for Richland Library jobs must be completed online and submitted by 11:59 PM on the posted closing date.

Please do not send your resume/cover letter separately; only materials submitted through our online system are reviewed. All applicants must submit an online employment application using our online system. In addition to the online application, you may also attach your resume and/or cover letter; but the resume and/or cover letter will not be acceptable as an alternative to completing the online application fully. **Keep in mind that if you are applying for multiple positions, you will need to submit an application for each position.**

[Click here to begin the application process](#)

The Richland Library is an **EQUAL OPPORTUNITY EMPLOYER.** For more information about our Library system, explore the Richland Library website at [www.richlandlibrary.com](http://www.richlandlibrary.com).