

Boone Area Library
Children Services Coordinator

Diverse multi-municipality population southeast of Reading in Birdsboro, Pa seeks youth oriented individual to develop exciting and innovative programs for children and teens. Loyal patrons with inquisitive children await new adventures with a warm, enthusiastic, and empathetic leader.

The mission of the Boone Area Library is to provide a wide variety of materials and events which reflect the culture of our community and serve to entertain, educate, and inspire lifelong learning relevant to all.

Summary of Job Description

- Schedule, plan, and host events for toddlers, school age children, and teens
- Create a written activity schedule
- Promote children and teen events through the creation of flyers and electronic media
- Order materials to support programs
- Design a 10 week summer reading program based on a county-wide theme
 - Schedule, budget, and hire paid entertainers
 - Maintain records of participants
 - Purchase prizes for participants
 - Plan and prepare adult summer reading program

Qualifications

- High School Diploma
- Bachelor's Degree or Degree in Early Childhood Education Preferred
- Knowledge of children's and young adult literature
- Demonstrated ability to work well with children individually and in groups
- Demonstrated ability to deal effectively with adults
- FBI and PA Criminal Background Checks and PA Child Abuse History Clearance

Position is 20-25 hours per week, expansion of hours possible based on level of skill and willingness to take on additional responsibilities. Hourly wage starting at \$8.00 - \$11.00 based on qualifications.

Please submit resume to:

Boone Area Library
129 N. Mill Street
Birdsboro, PA 19508
Attention: Emma Spade

Or email to Emma Spade <boone@berks.lib.pa.us>

Resumes accepted until position is filled