



EMPLOYMENT OPPORTUNITY

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| JOB TITLE: | Library Clerk I - Youth Services |
| FLSA CLASSIFICATION: | Non Exempt |
| SUPERVISED BY: | Director of Youth Services |
| HOURS OF DUTY: | Set weekdays and Saturdays on rotation, as scheduled, with additional weekday, Saturday, and evening hours, as needed <u>September-May</u> : 20-25 hours/week; additional hours, as needed <u>June-August</u> : Must be available up to 40 hours/week, as needed |
| SALARY & BENEFITS: | \$13.50-\$15.00 per hour (dependent on experience & qualifications) Pro-rated PT benefits package |
| GENERAL SUMMARY: | Assists with all aspects of teen programming and public service. Continually seeks and finds ways to promote increased use of all Youth Services. Helps establish and maintain a high standard of Teen and Youth Services for the Kent County Community. Regularly works at Chestertown branch, but must be able to travel to and work at all KCPL locations. |
| QUALIFICATIONS: | High school diploma required; Associate's degree in any field preferred. Prior completion of or ability to enter the Maryland Library Associate Training Institute's Expanded Early Start Program within 6 months of hire. Customer service experience required; library experience preferred. |
| SUBMISSION: | Please submit 1) KCPL application, 2) cover letter, and 3) resume. Submissions may be made by email, postal mail, or hand-delivery. Attention: Executive Director Arnessa Dowell adowell@kent.lib.md.us |
| DEADLINE: | Applications accepted until position is filled. Applications will be reviewed every two weeks starting October 6, 2023. |