



Beaver Public Library Position Opening: Library Assistant/Children's Program Coordinator

Do you love reading, enjoy working with children, and want to make a difference in your community? The Beaver Public Library is looking for a creative, enthusiastic individual to join our team as a **Children's Program Coordinator**. This part-time position (19 hours per week) is perfect for someone who enjoys promoting the library and inspiring a lifelong love for reading.

Application Timeline: Position will be open until filled. **Salary:** Based on experience.

Minimum Qualifications:

- Highschool diploma or equivalent
- Some library and customer service experience
- Basic computer skills (Microsoft Office, Canva, email)
- Friendly, dependable, and enjoys working with people of all ages-especially children
- Able to lift up to 30lbs., Climb ladders, stand for extended periods, stoop, and reach
- Willing to work at least one weekend a month
- Must successfully pass a background check**

Primary Responsibilities:

As the Children's Program Coordinator, you will:

1. Plan, organize, and lead engaging children's programs such as Storytime, Summer Reading, and After-School Activities.
2. Promote the library through creative displays, outreach, and community engagement.
3. Learn and use library software systems efficiently.
4. Assist patrons at the circulation desk-checking materials in and out, issuing library cards, and answering reference questions.
5. Read to children and foster a welcoming, fun learning environment.
6. Shelf and organize materials to keep library inviting and accessible.

Supervision Received: Works under the direction of the Library Director.

Supervision Exercised: None.

DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements or knowledge, skills & abilities. **How**

to Apply: Applications are available at the **Beaver Public Library** and **Beaver City Offices** and online **www.beaverutah.net**.

Submit your completed application and resumé to:

Beaver Public Library

55 West Center Street

P.O. Box 192

Beaver Utah 84713

For questions, contact: **Jodi Robinson, Library Director**

Beaver City is and Equal Opportunity Employer.