

Kent County Public Library

EMPLOYMENT OPPORTUNITY

JOB TITLE:	Library Clerk I - Teen & 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 37.5 hours/week, as needed
SALARY & BENEFITS:	\$15.00 per hour 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, including active after-school engagement of middle-schoolers. Regularly works at Chestertown branch, but must be able to travel to and work at all KCPL locations, as well as offsite 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 March 15, 2024.