



Craven-Pamlico Regional Library

Invites application for the position of:

Library Assistant II -Children's Outreach


Located at the New Bern-Craven County Public Library

Permanent, full-time

Salary: \$28,829.00

Date: 1/15/25

Closing Date: until filled

 To be considered for this position you must submit a cover letter and resume via email to hr@mycprl.org with OUTREACH- LAll in the subject heading, send via fax (252-638- 7817) to Attn: Kat Clowers, Human Resources or in-person at any CPRL circulation desk. In-person submissions must be in an envelope and addressed to CPRL Human Resources, Attn: Kat Clowers.

CPRL members have the opportunity to enrich individual lives and build strong communities by delivering exceptional customer experiences, establishing meaningful partnerships, and creating innovative learning spaces. We seek enthusiastic, open-minded, self-motivated individuals who can work well independently and with others.

This position aims to provide programming and promote library services/literacy to children up to 8th grade, with a focus on pre-K (ages 3-4) to Kindergarten (ages 5-6). Attending events in the community will require some weekend and night hours.

EXAMPLES OF DUTIES:

- Provides service to both internal and external patrons.
- Oversees developing, implementing, and evaluating outreach library programs, technology, and services for children (preschool-8th grade), envisioning and interpreting community needs, and developing new programs and services.
- Schedules monthly visits to childcare centers; plans themed book selections for delivery to daycare centers; plans and implements storytime programs.
- Drives library van and delivers items (e.g., books, magazines, furniture, shelving, etc.) from one library location to another, in addition to alternate locations outside the library system.
- Creates and maintains a database of program participants; maintains monthly statistical reports.
- Plans and creates program handouts and brochures.
- Attends local festivals and community events promoting library and literacy.
- Provides instruction to caregivers/teachers on appropriate library resources.
- Assists and provides high-quality customer service in the children's department as required; assists with children's programming and desk.
- Attends workshops and training seminars.
- Performs other related duties as assigned.

KNOWLEDGE AND QUALIFICATIONS:

- Knowledge of library science, principles, and practices.
- Knowledge of library policies and procedures.
- Knowledge of child development and children's literature.
- Proven ability to work with diverse constituencies in a diverse community.
- Skill in operating a personal computer and utilizing library software.
- Skill in problem-solving.
- Skill in dealing with the public.
- Skill in dealing with groups of children.
- Skill in oral and written communication.
- Requires a valid driver's license w/ an acceptable driving record.

SAFETY SENSITIVE: This position has been identified as safety-sensitive. The employee in this position must pass yearly background checks and is required to be part of random drug testing.

WORK ENVIRONMENT: The work is typically performed in a CPRL library, outreach events (festivals, etc.), preschool facilities, daycares, and local public and private schools.

SUPERVISORY CONTROLS: The New Bern Children's Department Manager assigns work in terms of general instructions and is supervised by the New Bern-Craven County Library Manager. Work is spot-checked upon completion for compliance with procedures, accuracy, and the nature and propriety of results.

GUIDELINES: Guidelines include city, library, outreach facility, and program policies and procedures. These guidelines are generally clear and specific but may require interpretation in application.

MINIMUM QUALIFICATIONS: Associate's degree with 2-4 years of relevant experience and training in library science or education.

WORK HOURS

Full-time, non-exempt position (40 hours per week), including some nights and weekends (usually two monthly weekends).

BENEFITS: Includes holiday pay and sick and vacation leave. The position is eligible for the NC Local Governmental Employees Retirement System.

Inquiries about this job posting should be directed to hr@cpcl.org with the subject heading "Children's Outreach."

An adverse drug screen and background check are required.