



## **Job Title: Children's Librarian**

West Georgia Regional Library System (WGRLS) seeks a community-minded individual to fill the position of Children's Librarian at Ephesus Public Library (EPPL) in Ephesus GA. This position reports to the Library Manager.

West Georgia Regional Library System is a dynamic, community-focused system that serves a population of almost half a million. Based in Carrollton, GA, WGRLS spans the counties of Carroll, Douglas, Haralson, Heard, and Paulding, offering premier library service for 19 member libraries.

## **General Position Description**

The Children's Librarian is responsible for presenting storytimes and other engaging programming, connecting children and families to relevant library materials and resources, providing outreach to schools, daycares and community organizations, and other duties as assigned.

## **Duties:**

- Plan and implement toddler storytimes and PreK/Kindergarten storytimes.
- Maintain Makerspace station, adding materials as needed.
- Plan and implement Children's passive program every month.
- Work with Branch Manager on planning monthly family programs.
- Work closely with teachers, preschool operators, and parents providing recreational, educational, and curricular materials.
- Create bulletin board in Children's section every other month.
- Evaluate and maintain the children's collection and make recommendations for collection development based on community needs.
- Engage in appropriate trainings and/or webinars once per month, or as needed and as assigned.
- Attend Share-a-Ramas, seminars, Children's Services meetings, and staff meetings.
- Represent the library at community events and in community organizations; maintain a positive working relationship with partner institutions.
- Help plan and promote the Summer Reading program and attend Super Saturday kick off for Summer Reading.
- Help with all events, decorating, etc. as assigned.
- Provide Circulation desk coverage as needed.
- Assist with keeping the library cleaned and organized.

- Provide outstanding internal and external customer service. Demonstrate a positive attitude that supports library goals and objectives.
- Other duties as assigned.

**Salary and Benefits:**

This is a part-time hourly position at \$10.00 per hour and 19 hours per week. Employees can expect to be paid on the last business day of each month.

**Requirements:**

Experience with children is a must. Good typing/filing skills, experience with computers, and good customer service skills are also a must. Must be able to bend, stoop, reach, lift, and carry 35 pounds, and push loaded book cart without assistance. Creativity and a positive outlook are a plus! Employment is contingent upon a satisfactory background check.

**Application Instructions:**

Submit cover letter and resume to [jobs@wgrls.org](mailto:jobs@wgrls.org) or apply online at <https://wgrls.org/about/careers>. Include names and contact information for at least three professional references.