



## JOB ANNOUNCEMENT Children's Services Coordinator

August 28, 2017

- Status:** The position is full-time (37.5 hours per week).
- Location:** Greenwood County Library, 600 S. Main St., Greenwood, SC 29646
- Schedule:** Projected work schedule: Monday – Friday (9:00a-5:30p); at least one evening per week and one weekend a month.
- Salary:** Salary depends on experience and applicable education. Eligible for benefits.

### JOB DESCRIPTION

Under the immediate supervision of the Library Director, this position directs and supervises the operations of the children's library service. Duties include but are not limited to:

- Make assignments, train and evaluate staff.
- Plan and promote the Summer Reading Program.
- Coordinate children's service operations with other library services and functions.
- Develop programs and services to meet specific needs of children.
- Provide reference service to children and their caregivers.
- Provide readers' advisory service to children and their caregivers.
- Prepare and present programs to children, including but not limited to story time programs, puppet shows, and craft programs.
- Monitor the conditions of the Children's Room.
- Meet with library staff and others to coordinate activities and exchange information.
- Select books and other materials for children.
- Represent the library on children's services committees and serve as the authority on children's services.
- Implement the Dolly Parton Imagination Library in Greenwood County.

### QUALIFICATIONS

To be eligible for the position, the applicant must have a Master's degree in Library Science from an accredited college, or university plus three years of progressively responsible library administration experience, including one year in a supervisory or lead capacity in children's library service, OR, an equivalent combination of education and experience substituting on the basis of one year of experience for each year of education. Excellent communication and technical skills. Ability to perform the job functions; additional skills as required by job.

### HOW TO APPLY

The Greenwood County Library System requires that all applicants complete an Employment Application. To apply for a vacancy, candidates must complete a job application available from the Greenwood County Library. Cover letters and resumes may be submitted with application. Employment Applications are available at the Circulation Desk at the Greenwood County Library and at [www.greenwoodcountylibrary.org](http://www.greenwoodcountylibrary.org) under the About Us tab, then GCLS Job Openings.

### Employment Application may be submitted by one of the methods listed below:

- **Email:** [ptaylor@greenwoodcountylibrary.org](mailto:ptaylor@greenwoodcountylibrary.org)
- **Mail:** Greenwood County Library System, Attn: Prudence Taylor, 600 S. Main St., Greenwood, SC 29646
- **Hand deliver:** Greenwood County Library System, 600 S. Main St. in Uptown Greenwood, Monday-Friday, 9:00 a.m. - 5:30 p.m.



## Greenwood County Library

600 South Main Street  
Greenwood, South Carolina 29646 | 864-941-4650  
[www.greenwoodcountylibrary.org](http://www.greenwoodcountylibrary.org)