



Crawford County Public Library

203 Indiana Ave.
English, IN 47118

Tracy Underhill, Library Director

Children's Services Coordinator

Part-time position, 13 hours per week, with potential of increasing hours in the future

Duties to include:

- Responsible for planning, coordinating and scheduling programming for children and youth which includes weekly preschool story time, outreach and summer reading program
- Coordinates with the Library Director on selection of children's literature
- Presents story times, book discussions, tours of the library and other special programs throughout the year
- Assists children and parents with locating and book selection
- Maintain a high-level of proficiency with current technology
- Assist with special library projects
- Maintain children's area to include shelving library materials and organizing materials used for programming and ensure all parts of the area to be neat and visually appealing

Qualifications:

- College course work or training in education, child development, children's and/or young adult literature, youth services and library science leading to an Associates or Bachelor's degree
- Excellent service skills with the ability to communicate and work well with children as well as parents to create a sense of partnership and good rapport
- Two years minimum working with children and youth
- Two years experience working in a library setting desired but not required
- Library Certificate LC5, desired but not required

To Apply:

Email resume with three references to Tracy Underhill to address: underhill.tracy@gmail.com

Or using mail: Crawford County Public Library, Attention Tracy Underhill, P.O. Box 159 English, IN 47118

Position open until filled