

Job Description: Children's Story Coordinator

Requirements

- Possesses at least a high school diploma.
- Able to use computers (to assist with prep work).
- Previous experience with children, either in a professional or volunteer capacity.
- Possess a good rapport with children.
Possess a willingness to sing songs and dance, whether solo or accompanied by a CD, able to lift at least 30 lbs, sit on the ground, cut paper, move table/chairs, etc.

Supervisor: Library Director

Duties as Children's Story Coordinator

The children's story coordinator will conduct story times for babies, toddlers, and preschoolers in an effort to inspire an early love of reading, encourage library use, teach pre-literacy skills, and prepare for kindergarten.

Conduct weekly half-hour Monday morning baby time (ages birth – 24 months), involving developmentally appropriate stories and finger plays, action rhymes, music, and/or games, etc.

Conduct weekly 45 minute Wednesday morning toddler (ages 2-4) story time, involving developmentally appropriate stories, one craft, and finger plays, action rhymes, music, and/or games. Story coordinator will need to do drawing and cutting prep work for the craft.

Conduct weekly 45 minute Thursday morning preschool (ages 3-5) story time, involving developmentally appropriate stories, one craft, and finger plays, action rhymes, music, and/or games. Story coordinator will need to do drawing and cutting prep work for the craft.

Conduct set-up and tear-down of rug, chairs, table, etc. for all story times.

Advise and assist with the development of other children's programming, as needed.

Planning and prep work may be conducted at home.

Pay: hourly (16-21 hours/week), \$10.00/hour (with review after 6 months), no benefits.

Questions? Contact Jill Grosso, Library Director, 708-946-9090

Applications will be accepted through Tuesday, October 22nd

Beecher Community Library Employment Application

Applicant Information

Name: _____ Date: _____
Last First

Address: _____
Street Address and P.O. Box

City State Zip Code

Telephone: _____ Email: _____

Are you a citizen of the United States? _____
If not, can you provide work papers? _____

Have you ever plead "guilty" or "no contest" or been convicted of a crime? _____
If yes, give dates and details _____

Education

High School: _____

Years Attended: _____ Did you graduate? _____

College/University: _____

Years Attended: _____ Degree & Major(s) _____

References:

Please provide two work references and one personal reference (other than a relative) with telephone numbers.

Name: _____ Telephone: _____

Relationship: _____

Name: _____ Telephone: _____

Relationship: _____

Name: _____ Telephone: _____

Relationship: _____

Physical Requirements

Are you able to perform light lifting? _____

Are you able to bend? _____

Are you able to sit and/or stand for long periods of time? _____

Previous Employment (Include Any Position Involving Children)

Company: _____ **Position:** _____
Dates Employed: _____
Supervisor: _____ **Telephone:** _____
Responsibilities: _____

Reason for Leaving: _____
Company: _____ **Position:** _____
Dates Employed: _____
Supervisor: _____ **Telephone:** _____
Responsibilities: _____

Reason for Leaving: _____

Other Experience with Children (i.e. Volunteering)

Organization: _____ **Position:** _____
Dates Employed/Volunteered: _____
Supervisor: _____ **Telephone:** _____
Responsibilities: _____

Reason for Leaving: _____
Organization: _____ **Position:** _____
Dates Employed/Volunteered: _____
Supervisor: _____ **Telephone:** _____
Responsibilities: _____

Computer Experience

Please discuss your background with computers and/or other office equipment. Please list any computer systems and software you are competent with.

I certify that the above answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal , employment, and educational history, and other related matters as may be necessary for employment decision. I hereby release employers, schools, or other persons from liability in responding to inquiries in connection with my application.

Signature of Applicant: _____ **Date:** _____