



EMPLOYMENT OPPORTUNITY

Children's Library Associate, Part-Time

The Franklin-Springboro Public Library is a library system consisting of two separate library branches that serve a community of over 50,000 residents.

DATE OF POSTING: May 5, 2026

LOCATION: Franklin Branch

SCHEDULE: Approximately 18 - 26 hours a week. Position requires working some evenings, weekends, and holidays when necessary. A typical schedule will include the following hours: Tuesdays 12:00 – 8:00 p.m.; Wednesdays 9:00 a.m. – 3:00 p.m.; Thursdays 9:00 a.m. – 3:00 p.m.; Saturday rotations 8:45 a.m. – 5:00 p.m.; and occasional Sundays 12:30 – 5:00 p.m.

POSITION SUMMARY: Assists the Children's Service Coordinator in creating, implementing, and presenting programs and services for children ages 6 months to 12 years. Programs include storytimes, summer programs, passive activities, and special events. Supports the Children's Services Coordinator in promoting and maintaining the juvenile collection and the children's area of the Library. Provides customer service and performs a variety of tasks related to assisting patrons, reference services, teacher collections, technology assistance, and collection and patron account maintenance.

QUALIFICATIONS AND REQUIREMENTS: Bachelor's degree or comparable work experience is desirable. Experience working with children. Exhibit creativity in the creation and development of programming and storytelling techniques. Demonstrate a high degree of comfort with technology and the ability to learn and apply new skills, including familiarity with iPads, and downloadable materials. Effective verbal and written communication skills. Ability to speak before groups of students, parents, and teachers to promote the Library. Ability to consistently represent the Franklin-Springboro Public Library and its services in a positive manner and adhere to best practices as established by the Library.

BENEFITS: This is a part-time non-exempt position. The starting hourly pay rate for this position is \$15.55. Benefits include vacation leave and membership in the Ohio Public Employees Retirement System.

TO APPLY: Complete an application form available at either FSPL location or at www.fspl.org/content/employment-opportunities. Applications may be submitted at either branch or emailed to fspl@fspl.org.

DEADLINE: Position will remain open until filled.

The Franklin-Springboro Public Library is an equal opportunity employer.