



POSITION: Cornelia Habersham County Children’s Services Specialist, Full-Time

LOCATION: Cornelia, GA

APPLICATION DEADLINE: Open Until Filled

Description: The Children’s Services Specialist is responsible for planning and conduction programs for children and young patrons of Cornelia-Habersham County Library. The position is under the direct supervision of the Library Manager.

The responsibilities include planning and performing story time every week, planning other programs for children and young adults organizing the children’s library, working in partnership with the local schools, assisting at the circulation desk as needed, working closely with groups such as the Friends of the Cornelia library, planning and running the yearly Summer Reading Program, and basic record keeping for reporting to the Library Manager.

Qualifications:

- High school diploma required
- At least 1-year experience in library work, working with children, or other related experience
- Computer, smart phone, tablet proficiency required
- A bachelor’s degree is a plus but not a requirement
- Experience with G-Suite programs and Microsoft Suite preferred
- Strong public relations and people skills preferred
- Strong planning and Organizational skills required
- Proficiency in Spanish a plus

Salary/Benefits:

Salary will be based on education and experience

Application Procedure:

Submit a resume, cover letter, and application. Include names and contact information for at least three professional references.

How to apply:

Application Packets	Email Application To:
<p>To download an application visit www.cornelialibrary.org Or pick up a paper copy at the Cornelia Library</p> <p>Position can also be found at https://www.georgialibraries.org/jobs/</p>	<p>Josh Smith-Cornelia Library Manager</p> <p>jsmith@negeorgialibraries.org</p> <p>Subject: Cornelia Children’s Services Specialist</p>