



**BALTIMORE COUNTY
PUBLIC LIBRARY**

**Early Childhood Program Assistant
Part Time
Various Branches throughout Baltimore County**

At BCPL, staff members have the opportunity to enrich individual lives and build strong communities by delivering exceptional customer experiences, establishing meaningful partnerships, and creating innovative learning spaces. We seek enthusiastic, open-minded, self-motivated individuals who can work well independently and with others. BCPL circulates over 11 million items and provides library services through its 19 branches, 4 mobile library vehicles, and an extensive outreach network. If you are forward thinking and passionate about public service, consider joining BCPL as a part time **Early Childhood Program Assistant**.

Key Responsibilities

- Plans, prepares and presents early literacy programs (Baby, Toddler and Preschool Story times/programs) to branches throughout Baltimore County and in the community
- Effectively organizes and manages large groups of children and adults in a program setting
- Adapts programs based on the audience
- Must be able to meet the scheduling requirements for Story Time programming needs

Job Requirements

- Must be able to travel throughout Baltimore County (19 branches) and work a variety of schedules that may include evenings and weekends
- Four-year college degree in early childhood education or a related field
- Two years of experience in planning and presenting programs to young children birth to five years old and their caregivers
- Ability to engage in vigorous activity including standing, bending, kneeling, jumping, stretching, sitting on the floor and singing
- Ability to lift up to 25 lbs. and push/pull a wheeled cart weighing up to 100 lbs.

Salary: \$18.59-\$24.41/hour, commensurate with experience.

To apply:

Send an email to humres@bcpl.net and attach two documents: 1) a completed BCPL employment application which you can find on our website www.bcpl.jobs and 2) your cover letter and resume as one PDF document. Your last name and the job title **EC Program Asst.** must be in subject line of your email.

Documents must be received by January 24, 2018

Vacancy #: 2018-081