

**CITY OF SARATOGA SPRINGS
JOB DESCRIPTION**

JOB TITLE: Library Event Specialist

DEPARTMENT: Library

STATUS: part-time, 2-3 hours monthly as scheduled

JOB DESCRIPTION APPROVAL DATE:

SALARY RANGE: Volunteer

SUPERVISOR: Library Director

GENERAL PURPOSE

The Library Event Specialist, under the direction of the Library Director assists with scheduling of the development and delivery of special programs and services for children, adult, and young adults.

SUPERVISION RECEIVED

Library Director

SUPERVISION EXERCISED

Story Tellers

SPECIFIC DUTIES

- Assists the Library Director and Library Board Members with the planning and presentation of special events.
- Assists with the set up and take down of special reading programs and services
- Coordinate schedule of events with the Library Director
- Communicates with Library Director to determine any specialized supply needs one week before event date

Note: This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

JOB QUALIFICATIONS

- Ability to communicate positively with young children and their parents/guardians

- Ability to create, organize and follow through with planned activities
- Volunteers over 18 years will be required to undergo a background check, which the Library will pay for
- Give supervisor 2 weeks' notice if unable to meet volunteer commitment

EDUCATION AND EXPERIENCE

Successful candidates for the Library Story Teller position the ability to read at an 8th grade level or higher.

PHYSICAL DEMANDS

Physically able to interact with program participants

APPLICATION PROCESS

Interested candidates should complete a Library Volunteer Application and submit it to:

City of Saratoga Springs
Attention: Melissa Grygla
1307 N Commerce, Dr, Suite 200
Saratoga Springs, UT 84045

Applications are available at: <http://www.saratogaspringscity.com/library>

Applications can be emailed to MGrygla@saratogaspringscity.com.