

**CITY OF SARATOGA SPRINGS
JOB DESCRIPTION**

JOB TITLE: Library Merit Badge Instructor

DEPARTMENT: Library

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

JOB DESCRIPTION APPROVAL DATE:

SALARY RANGE: Volunteer

SUPERVISOR: Library Clerk, (Taffi Pugh) if available
Library Director

GENERAL PURPOSE

The Library Merit Badge Instructor, under the direction of the Library Clerk, assists with scheduling of the development and delivery of merit badge classes.

SUPERVISION RECEIVED

Library Clerk, (Taffi Pugh)

SUPERVISION EXERCISED

None

SPECIFIC DUTIES

- Assists the Library with the planning and presentation of Merit Badge Classes
- Ensures that all classes are kept in a common area and that there are always two adults present for events
- Coordinate schedule of events to teach one Merit Badge Class quarterly
- Communicates with Library Clerk (Taffi Pugh) 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 1 weeks' notice if unable to meet volunteer commitment

EDUCATION AND EXPERIENCE

Successful candidates for the Library Merit Badge Instructor position are registered with the Boy Scouts of America to teach a specific Merit Badge.

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.