

Beecher Community Library

# Now Hiring

## Children's Story Time Coordinator

The primary responsibility of this position is to conduct story times and other programs for children. This is not a temporary position.

### Requirements

- Possesses at least a high school diploma.
- Able to use computers.
- Previous experience with children, either in a professional or volunteer capacity.
- Possess a good rapport with children.
- Possess a willingness to sing songs and dance, whether solo or accompanied by a CD, able to lift at least 30 lbs, sit on the ground, cut paper, move table/chairs, etc.

**Supervisor: Library Director**

### Duties as Story Time Coordinator

The children's story time coordinator will conduct story times two mornings per week (Thursdays and Fridays, 10AM) in an effort to inspire an early love of reading, encourage library use, teach pre-literacy skills, and prepare young children for kindergarten. Story time should include finger plays, action rhymes, music, and/or games, and one craft. Coordinator will need to do all the planning and prep work for the story time and craft. During the summer, story times may be conducted outside.

The coordinator will conduct other children's programs, including at least one monthly afternoon (4PM) program and various passive programming; assist with the development of school tour activities; assist with the promotion of story times; create the monthly take and make crafts; and other duties as needed. The coordinator will attend one monthly staff meeting at 9AM.

Most planning and prep work may be completed at home.

**Hours:** ~21 hrs/week

**Pay:** \$13.00, no benefits, review after 6 months.

The Beecher Community Library is an equal opportunity employer. Questions? Contact Jill Grosso, Library Director, 708-946-9090.

Applications are available at the circulation desk or can be downloaded on our website ([beecherlibrary.org](http://beecherlibrary.org)). Applications may be dropped off at the Library or emailed to [director@beecherlibrary.com](mailto:director@beecherlibrary.com).

Applications will be accepted through Saturday February 4<sup>th</sup>.

# Beecher Community Library Employment Application

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## Applicant Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First

Address: \_\_\_\_\_  
Street Address and P.O. Box

\_\_\_\_\_  
City State Zip Code

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you a citizen of the United States? \_\_\_\_\_  
If not, can you provide work papers? \_\_\_\_\_

Have you ever plead "guilty" or "no contest" or been convicted of a crime? \_\_\_\_\_  
If yes, give dates and details \_\_\_\_\_  
\_\_\_\_\_

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## Education

High School: \_\_\_\_\_

Years Attended: \_\_\_\_\_ Did you graduate? \_\_\_\_\_

College/University: \_\_\_\_\_

Years Attended: \_\_\_\_\_ Degree & Major(s) \_\_\_\_\_

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## References:

Please provide two work references and one personal reference (other than a relative) with telephone numbers.

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Relationship: \_\_\_\_\_

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## Physical Requirements

Are you able to perform light lifting? \_\_\_\_\_

Are you able to bend? \_\_\_\_\_

Are you able to sit and/or stand for long periods of time? \_\_\_\_\_

**Previous Employment (Include Any Position Involving Children)**

**Company:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Dates Employed:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Responsibilities:** \_\_\_\_\_

\_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**Company:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Dates Employed:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Responsibilities:** \_\_\_\_\_

\_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**Other Experience with Children (i.e. Volunteering)**

**Organization:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Dates Employed/Volunteered:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Responsibilities:** \_\_\_\_\_

\_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**Organization:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Dates Employed/Volunteered:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Responsibilities:** \_\_\_\_\_

\_\_\_\_\_

**Computer Experience**

Please discuss your background with computers and/or other office equipment. Please list any computer systems and software you are competent with.

\_\_\_\_\_

\_\_\_\_\_

I certify that the above answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, employment, and educational history, and other related matters as may be necessary for employment decision. I hereby release employers, schools, or other persons from liability in responding to inquiries in connection with my application.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_