



Human Resources

Davie County Government

123 South Main | Mocksville, NC 27028 | 336.753.6015

Part-Time Youth Services Story Teller

Description of Work: Work is performed under the supervision of the Youth Services Librarian and is evaluated through reports, quality and quantity of services delivered, community feedback, and observation. Must have a vehicle available for work and have a valid NC driver's license. Flexible work schedule is required including days/nights and occasional Saturdays. Employee in this position plans and executes the library's outreach program to community daycare and preschool facilities. Regular, predictable, full attendance is an essential function of the job.

Duties and Responsibilities:

- Helps to organize an outreach program that fits within the timeframe of daycare and preschool facilities and the geographic /distance of locations to be served
- Plans, selects materials, prepares and presents Storytimes for specific/separate and combined age groups from 1-5 years of age and school age children.
- Assist with visiting Davie County schools to present Summer Reading Program
- Communicates with library/County staff as requested or necessary
- Delivers books to those facilities participating in the delivery outreach program and takes requests as given back to outreach coordinator at the Library
- Participates in Library story times and special events as needed and completes tasks as assigned by Youth Services Librarian as schedule permits
- Checking books or other media in and out, issuing library cards
- Collecting fines and fees. Shelving books as needed in the absence of pages
- Assisting patrons in the use of online catalog, digital resources, eReaders and tablets, public computers, and other equipment.
- Answers telephone and provides information as well as transferring calls and taking messages

Minimum Training and Experience: Must have at least one year of customer service experience in a fast-paced environment. 1 year of experience in a library setting and a familiarity with library policies preferred. Working knowledge of computer applications, resources, and technology. Must be able to perform the basic life operational skills of crouching, reaching, standing, lifting, fingering, grasping, talking, hearing, and repetitive motions. Must be able to perform light work, exerting up to 40 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Applicant must be a high school graduate and have a valid North Carolina Driver's license with transportation to and from work.

Salary: \$12.00 per hour. Not to exceed 29.75 hours per week.

Apply online at www.daviecountync.gov under Employment

DavieCountyNC.gov  

Davie County is an Equal Opportunity Employer.

Our Equal Employment Opportunity Plan is located at DavieCountyNC.gov under Human Resources.

