

POSITION AVAILABLE
(Children's Services Assistant)

Colleton County is accepting applications for the part-time, grant funded position of Children's Services Assistant. The successful candidate will be responsible for assisting with the library's Children's Department services. Will provide assistance to juvenile and adult patrons in locating library materials and using electronic resources. Will perform a variety of other duties including supervising juvenile volunteers, assisting with special programs, shelving library materials and maintaining the juvenile collection in order.

Requires 2 to 3 years' experience working with children, ages 3-12, in public library, school, or child care setting. Must have good alphabetical and numerical skills. Must have basic computer skills, including Microsoft Word, Excel, PowerPoint and the Internet. Variable work hours, a pre-employment drug screen and a satisfactory background check are also required.

Submit applications at the nearest S. C. Works Center or the Career Skills Center located at 1085 Thunderbolt Avenue, Walterboro, SC 29488. The position will remain open until filled. Only qualified candidates will be contacted for an interview. Colleton County Government is an Equal Opportunity Employer.

HOURLY RANGE: \$8.16
PART-TIME