



## LEHI CITY POSITION OPENING

### Children's Programing Clerk

**CLOSING DATE:** August 13, 2015, 5:00 PM

**STARTING PAY:** \$9.18 per hour, Grade 3.

**STATUS:** Part-time, non-benefited

**DEPARTMENT:** Library Division, Leisure Services Department

**HOURS:** 12-16 Hours/week generally, year round, with possible up to 25 hours a week, depending on programs.

**JOB SUMMARY:** Performs duties related to the planning and implementing of programs, creative activities, book discussions and story times for children and pre-teens.

**MINIMUM REQUIREMENTS:** Graduation from high school; ability to work independently while accomplishing work assignments; proven skills in a teaching setting; treats children and adults with respect and caring; computer proficient; experience in making visual aids; ability to learn to use a microphone head set while being in front of a large group of participants; ability to sing and move with children; must pass drug and background test before hire; current driver's license with own transportation

**NOTE:** Lehi City will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs, please call 385-201-1000. Turn in **required city application and resume** to Lehi City Human Resources, 153 North 100 East, Lehi, UT 84043 or download application and job description at [www.lehi-ut.gov](http://www.lehi-ut.gov). Lehi City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age or disability.