LEHI CITY POSITION OPENING

Children's Programing Clerk

CLOSING DATE: March 10, 2015, 5:00 PM

SALARY: $9.18 per hour

STATUS: Part-time, non-benefited

DEPARTMENT: Library Division, Leisure Services Department

HOURS: Up to 25 Hours/week year round, schedule flexible, 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; 12-16 hours per week.

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. Lehi City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age or disability.