**Location:** Harford County Public Library  
**Job Title:** Library Associate II - Opening the Gift Coordinator

**Responsibilities:** The Library Associate II - Opening the Gift Coordinator coordinates outreach activities and conducts pre-school, early literacy, curriculum-based story time programs for children in licensed daycare home settings to help children develop listening skills, self-control and become comfortable with adults all necessary skills on the path to school readiness. Meets minimum public service hours as defined by Library Administration.

**Requirements:**
1. Bachelor's Degree.
2. Completion of State of Maryland Library Associate Training Institute program or nine (9) credits of formal academic course work in library science from an ALA approved institution.
3. Two (2) or more years of related experience.
4. Computer experience including internet, use of computer databases and downloading digital materials to a personal device.
5. Ability to provide documentation and maintain a valid Driver's License with no more than 3 points.
6. Ability to obtain and maintain a favorable criminal background report.
7. Ability to work day, evening, and weekends hours

**Salary Range:** Undisclosed

**Application Process:** Applications for this position are completed and accepted via online submission only. Please visit us at www.HCPLonline.org and click on Library Jobs tab for vacancy announcement details and application instructions.

**Closing Date:** Open Until Filled