

**Library Associate I – Children’s Position at Carver-McDonald Branch**

**Part Time 20-25 hours**

**Minimum hourly rate: \$11.7649**

**ANSWERS TO: Branch Manager**

**NATURE OF WORK:**

**Under general supervision**, assist children and parents in the use of library materials and facilities and provides children’s programs. **Does not supervise**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Answer computer and reference related questions for children and parents  
Locate requested materials  
Assist and train children and parents in the use of library materials/research materials , including computer programs and downloading of application software  
Ensure availability of designated children's areas of the library  
Ensure a child friendly environment  
Assist in the development and presentation of children's programs and events  
Plan and conduct story times, school visits and other special children's programs  
**Assist in any area , especially in a smaller branch, including the circulation desk.**  
**Other duties as requested**

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of library procedures and policies  
Ability to understand and follow oral and written instructions  
Communication skills, both oral and written  
Ability to deal effectively with co-workers and public  
Skill in working with children  
Adequate computer skills

**PHYSICAL REQUIREMENTS:**

Work is performed in office environment and requires sitting, standing, stooping, walking and lifting of objects weighing less than 25 lbs.; may require lifting objects in excess of 25 lbs. occasionally.  
Common abilities such as mobility and dexterity

**REQUIRED QUALIFICATIONS:**

**BS (Successful completion of LSSC Program may be substituted for this entry-level classification**

2 years college (60 hrs)+ 2-4 yrs. library or related experience

High school diploma + 5-7 yrs library or related experience

**OR**

**OR**

**The above statements are intended to describe the general nature and level of work for this position and are not presented as an exhaustive list of all job duties of the position.**

**The Ouachita Parish Public Library is an equal opportunity and an At-Will employer.  
A criminal background check and a drug screening are part of the pre-hire process.**