

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.

FLSA STATUS: NON-EXEMPT

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