

*Revised 2023*

**JOB DESCRIPTION**  
**JEFFERSON DAVIS PARISH LIBRARY**

**POSITION:** Branch Assistant/Youth Programming Assistant

**RESPONSIBILITIES:** Assist in circulation duties and other library services as needed. Assist Youth Programmer with planning and implementing Teen and Children's Programs. Perform all other duties as assigned by the Director.

**IMMEDIATE SUPERVISOR:** Branch Manager

**DUTIES:**

- Check books in and out, take requests for Inter-Library Loan.
- Assist patrons with information/other library needs (ex. faxes, copies, internet assistance, finding books and other resources, etc.).
- Work with patrons on reference questions.
- Assist the Branch Manager and Youth Programmer with implementation of quality youth programs.
- Assist the Branch Manager and Youth Programmer with coordinating programs and services with area schools and community organizations.
- Assist the Branch Manager with necessary housekeeping duties, ensuring all library areas are clean and neat in appearance.
- Market branch activities via print and social media.
- Complete opening and closing procedures: empty book drop, handle money, mail, process newspapers and magazines.
- Answer the phone and greet patrons.
- Read shelves, shelve materials, ensure shelves remain tidy.
- Handle patron issues that may arise.

**QUALIFICATION:**

- High school graduate, some college preferred.
- library and/or youth services and/or social services experience is preferred.
- ability to follow oral and written orders, computer skills.
- ability to work with others as a team member.
- ability to work pleasantly, tactfully, with a sense of humor.
- ability to work well with and genuinely enjoy all ages.

**HOURS:** Part-time - 26 hours/wk.

**SALARY:** Minimum hourly rate \$12.40/hr.

**BENEFITS:** Vacation and Sick Leave included; additional details available during interview