

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