



Washington Parish Library

Job Title: Library Associate
Supervisor: Branch Manager
Location: Bogalusa Branch

Part Time Position: 27 hrs/wk
Starting Pay: \$10.00/hr
FLSA Status: Nonexempt

Requirements for All Employees:

1. Pleasant demeanor, accurate in details
2. Ability to work with variety, change and interruptions
3. Ability to communicate clearly
4. Ability to work effectively with patrons, co-workers, supervisors and others
5. Ability to follow library policy and procedures
6. Ability to work independently
7. Ability to operate computers and office equipment

Description: Responsible for leading all things related to children's service (infants to young adults) and coordinating with the branch manager and other library staff about library youth programs/events/outreach. This work requires that the employee develop considerable knowledge, skill, and ability in every phase of the public library field, particularly as it relates to youth library services.

Requirements for This Position:

- Ability to work with children of all ages.
- Ability to operate BookSystems for basic functions after training.
- Ability to stand, stoop, and sit for moderate periods of time.
- Ability and willingness to learn new skills.
- Ability to speak and read in front of crowds for up to 45 minutes.
- Ability to work a flexible schedule, which can include after hours events.

Education/Experience Required:

- High school diploma or equivalent
- Experience working with children

Key Functions of This Position:

- Provides guidance/support to the Branch Manager in selecting, maintaining, and weeding materials for the children's collection.
- Plans and implements regular story times, which include, at minimum, a story, an activity, and a snack.
- Maintains Branch programs/events/outreach already in place that involve children, local schools, and/or local children's organizations.
- Identifies needs and wants of the Branch's community and implements new programs/events/outreach to fill those voids.
- Promotes programs/events/outreach on local community boards and on social media.
- Uses Canva to create advertising for youth programs/events/outreach.
- Tracks participation of both adults and children at youth programs/events/outreach for monthly and yearly statistics.
- Monitors the behavior of children during programs/events/outreach to ensure safety of all present.
- Maintains current relationships with community partners and fosters new relationships when possible.
- Works with the Friends of the Washington Parish Library and other service groups to ensure volunteers for library youth programs/events/outreach, especially during Summer Reading.
- Works with Branch management and other Youth Coordinators to plan, implement, and track Summer Reading programs every summer.
- Composes and submits press releases to local news outlets to promote upcoming library youth programs/events/outreach.
- Submits articles and pictures to the local news outlets about library youth programs/events/outreach after they have passed.
- Works with others to identify and apply for grants, particularly those focused on youth and youth services.
- Stays updated on library policies and procedures.
- Maintains and increases knowledge of library trends, particularly in youth

services, through regular professional development activities and networking with youth services library staff outside of Washington Parish.

- Performs the basic job duties related to the traditional roles of library circulation, research, and readers services as needed.
- Builds relationships with patrons, specifically children and their adults.
- Other duties as assigned by the Branch Manager.

Physical Demands:

- Must have the ability to lift at least 35 pounds, push, bend, and reach as needed
 - Must have the physical stamina to stand for prolonged periods of time
-

Franklinton Branch
825 Free Street
Franklinton, La 70438
985-839-7805

Bogalusa Branch
304 Avenue F
Bogalusa, La 70427
985-735-1961

Enon Branch
14073 Hwy. 16
Franklinton, La 70438
985-839-9385

Thomas Branch
30369 Hwy. 424
Franklinton, La 70438
985-848-7061