

POST IN PUBLIC AREA

JACKSON-GEORGE REGIONAL LIBRARY SYSTEM

June 3, 2025 until filled

Position: Library Assistant I / Youth Services
Location: Ocean Springs Municipal Library
Available: July 1, 2025
Salary: \$20,887.00 annually (\$10.71/hour)
Hours/Benefits: 37.5-hour work week; at least two evenings per week until 6:30 p.m. and alternating every Friday / Saturday until 4:00 p.m. Employees in this position are eligible for 100% employee benefits to include BCBS Healthcare and Public Employers Retirement Plan (PERS) benefits.

Spark Wonder, Share Stories, and Grow Young Minds in Ocean Springs!

Are you imaginative, energetic, and passionate about inspiring the next generation of readers? The Ocean Springs Municipal Library, nestled in one of Mississippi's most beautiful coastal towns, is looking for a creative and dedicated individual to join our team as a Youth Services Library Assistant—a role where every day is a chance to make a difference in a child's life.

In this exciting position, you'll dive into the world of children's and teen's literature, lead dynamic story times, create engaging programs, and help build a love of reading that lasts a lifetime. From planning puppet shows and crafting to supporting outreach and summer reading adventures, your creativity and heart will fuel a vibrant library experience for kids, tweens, and teens.

What You'll Love About This Role:

- Leading fun, educational programs that ignite imagination.
- Building relationships with young readers and their families.
- Curating a collection that reflects your community's needs.
- Collaborating with a team that values service, creativity, and growth.
- Working in a beautiful facility just minutes from the Gulf Coast.

This is more than a job—it's a calling to nurture curiosity, build community, and bring joy to young lives every single day.

Apply now and be the creative force behind the next generation's favorite library memories.

A. Minimum Qualifications

1. AA degree or 60 semester hours (or equivalent) of college/university credits.
2. Knowledge of contemporary and classic children's and young adult literature.
3. One-year public library experience or working with children, teens, and/or young adults.
4. Ability to place items in alphabetical and numerical sequence.
5. Knowledge of and ability to use PC in a Windows environment.

6. Knowledge of Microsoft Office or comparable software.
7. Ability to navigate the Internet.
8. Valid Driver's License and reliable transportation.
9. The person holding this position must have the ability to hear, bend, stoop, push, pull, squat, crouch, reach above shoulder level, and lift and move objects up to 25 pounds.

B. Knowledge, Skills and Abilities

1. Ability to learn and apply approved JGRLS operating policies and procedures to the work environment.
2. High level of communication skills, both oral and written.
3. Knowledge of contemporary and classic literature for all age groups, with an emphasis on children's and young adult literature.
4. Ability to use the library's classification system and online catalog in order to assist Library users.
5. Knowledge of and ability to use Internet, Microsoft Office, Computer Software, Library ILS, and PC Computers in a Windows environment.
6. Knowledge of the range of resources and services available through the Library system and ability to help patrons access the appropriate staff, branch or department to fill their information needs.
7. Keyboarding skills and ability to complete forms, reports and correspondence.
8. Ability to establish and maintain effective working relationships with members of the community, subordinates, colleagues, superiors, volunteers and Library users.
9. Ability to communicate effectively, pleasantly and clearly with coworkers and Library users in person, by telephone, by e-mail and in writing.
10. Ability to place items in correct alphabetical and numerical sequence.
11. Ability to operate Library related equipment
12. Ability to follow basic safety principles and workplace safety guidelines.
13. Ability to plan and set up attractive and effective bulletin boards and library displays.
14. Ability to plan and implement events and programs for the promotion of Library programs, services and materials.

C. Duties and Responsibilities

The person holding this position will devote the majority of their time performing "youth services" responsibilities and will fill in at the public service desk on an as-needed basis. The Branch Manager is responsible for all work assignments and the time spent performing public service duties depends on the needs of the Branch and the Branch Manager.

1. Staff the YS desk, answering telephones and responding to in-house inquiries from patrons of all age groups.
2. Assist YS patrons in the use of the various resources, equipment and services offered by the library.
3. Help keep the YS area neat, accessible and in order through regular shelf reading.
4. Prepare YS statistical reports, forms and correspondence as needed.
5. Assist YS patrons in the use of the online catalog, public access computers, the Internet, and other electronic resources provided for public use at the library.
6. Serve as Person-in-Charge (PIC) as required by duty schedule.

7. Review and understand all policies, procedures and training manuals developed by the Library System and Branch Manager.
8. Provide courteous, considerate, friendly and energetic service at all times.
9. Perform established routines for opening and closing the branch, and cash management policies and procedures effectively and efficiently.
10. Read widely in the area of children's and Teen literature and recommend children's and Teen materials appropriate for the branch's collection and the community served.
11. Order library materials as directed by the Branch Manager.
12. Maintain the YS collection; arrange for attractiveness and ease of use; weed, develop methods to promote sections of the collection, new items, etc.
13. Develop and present weekly programs for preschoolers, including storytelling, crafts, flannel boards, puppet plays, etc.
14. Develop and present appropriate programming for all ages within the YS realm – Preschool, Children, Tween, and Teen.
15. Plan and execute the Summer Reading Program under the direction of the Branch Manager and JGRLS Coordinator of Youth Services.
16. Plan and execute special programs for outreach to public and private schools and daycare centers and other community groups in the community under direction of the Branch Manager.
17. Read, understand and implement workplace safety guidelines, as issued.
18. Attend branch, system and other meetings and training programs, including overnight travel, as required.
19. Other duties as required.

TO APPLY: Applications can be picked up at any Jackson-George Regional Library branch or on JGRLS website: <https://jgrls.org/careers/>. Please submit application and resume to any Jackson-George Regional Library System branch or email to hr@jgrls.org.

Jackson-George Regional Library System is an equal opportunity employer.