

POST IN PUBLIC AREA

**JACKSON-GEORGE REGIONAL LIBRARY SYSTEM**

August 12, 2025 until Filled

<b>Position:</b>	<b>Library Assistant I / Youth Services I</b>
<b>Location:</b>	<b>Kathleen McIlwain Public Library at Gautier</b>
Available:	September 1, 2025
Salary:	\$24,000.00 annually (\$12.30/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.

Step into a world of creativity, curiosity, and connection at the Kathleen McIlwain Public Library in Gautier! We're looking for a dynamic and enthusiastic team member to lead our Youth Services efforts and inspire young minds through books, programs, and hands-on learning.

As the Youth Services Library Assistant, you'll play a key role in developing engaging storytimes, crafting exciting programs for preschoolers through teens, and creating vibrant displays that bring the library to life. From recommending the perfect read to helping with tech questions and school visits, no two days are the same. You'll also help build a strong collection of children's and teen literature and coordinate the always-popular Summer Library Program.

If you have a passion for working with youth, a love of children's and teen books, and strong communication and organizational skills, we'd love to have you on our team!

**A. Minimum Qualifications**

1. One-year public library experience or one-year working with children, teens, and/or young adults.
2. Knowledge of contemporary and classic children's and young adult literature.
3. Ability to handle cash transactions with accuracy and to place items in correct alphabetical and numerical sequences.
4. Knowledge of and ability to use PC in a Windows environment.
5. Knowledge of Microsoft Office or comparable software.
6. Ability to navigate the Internet.
7. 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.
8. Valid Driver's License and reliable transportation.

## **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 Youth Services (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 Library 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.

**External Applicants:** Applications can be picked up at any Jackson George Regional Library System Branch or downloaded online at <https://jgrls.org/careers/>. Please submit application and resume to any Jackson George Regional Library System branch or email to [HR@jgrls.org](mailto:HR@jgrls.org).

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