

## TANGIPAOA PARISH LIBRARY

### Job Vacancy Notice

<b>Position:</b>	Library Assistant, Step 1 / Teen Program Specialist
<b>Location:</b>	Ponchatoula Branch Library
<b>Appointment:</b>	Full-Time
<b>Weekly Hours:</b>	35 hours per week
<b>Hourly Pay Rate:</b>	\$13.37

We are looking for a dynamic, energetic and creative individual, capable of working independently and as part of a team. This person is responsible for teen services and collections. The employee will plan and implement exciting programs which are educational and entertaining for youth in the library and in the community. The target age group for programming is 13-17 years old, however, they may be asked to help cover programs for youth under 13 years old as needed.

This is a full-time entry level position in the library. In addition to programming responsibilities, the employee performs a variety of clerical and basic library tasks under the direct supervision of the Branch Manager and the Programming & Outreach Coordinator.

#### **Primary Responsibilities**

- Plan, schedule and implement a variety of entertaining and educational programs for tweens and teens.
- Decorate and organize the teen area, including creating imaginative and inviting bulletin boards and book displays.
- Create literature based programming for youth both in the library and in the community.
- Communicate in a friendly, effective, and professional manner with library staff and the public.

#### **Other Responsibilities**

- Greet patrons and offer assistance.
- Assist patrons in search for library materials, use of library patron computers, and internet searching, etc.
- Assist patrons with photocopy machine, typewriter, fax machine and other library equipment.
- Check library materials in and out on the computer. Enter data into computer.
- Perform routine clerical duties (filing, answering the phone and routing calls, sorting mail, etc.) as needed.
- Shelf library materials.
- Assist in maintaining the order of materials on the shelves.
- Run routine errands.
- Represent the library positively at all times.
- Perform other duties as assigned.

#### **Qualifications**

- Potential candidates must possess a high school diploma, a valid driver's license as well as customer service and computer skills. The candidate must be able to interact and communicate effectively with staff members and the public. The ideal candidate will possess a minimum of 60 college credits and a background in children's literature.

#### **To Apply:**

Visit us online at <http://www.tangilibrary.com/AboutUs/Employment.aspx> to complete an application.

**TANGIPAOA PARISH LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER AND ENCOURAGES DIVERSITY WITHIN ITS WORKPLACE.**