

Library on Wheels Program & Circulation Assistant (Part-Time)

Dripping Springs Community Library

About Us

The Dripping Springs Community Library is a vibrant, community-focused library serving a diverse population. DSCL connects people with ideas, resources, and experiences that enrich lives. Through initiatives like Library on Wheels, the library expands access to books, programs, and learning opportunities throughout Hays County

Position Summary

The Library on Wheels Program & Circulation Assistant supports the Dripping Springs Community Library's mobile services by helping operate the Library on Wheels vehicle and bringing library materials, programs, and resources directly to the community.

Under the direction of library leadership, this position assists with driving the vehicle to scheduled stops, maintaining the mobile collection, preparing materials and supplies, and supporting circulation services during outreach visits. This role works closely with both the circulation and programming teams to ensure successful community visits and engaging library experiences beyond the building.

The ideal candidate is dependable, organized, comfortable driving a larger vehicle, and excels at interacting with community members of all ages.

Key Responsibilities

- Safely operate and drive the Library on Wheels vehicle to scheduled outreach stops and community events and remain current on required training certifications and policy updates.
- Perform basic inspections and report maintenance needs for the vehicle.
- Assist with the setup and breakdown of Library on Wheels services at outreach locations.
- Shelve, organize, and maintain library materials on the vehicle.
- Prepare and restock books, supplies, and program materials for scheduled visits.

- Circulate library materials and assist patrons with checkouts and returns using the library's circulation system.
 - Promote library programs, resources, and services to community members during stops.
 - Support programming activities and events when needed in coordination with the programming team.
 - Maintain the cleanliness, organization, and inventory of the Library on Wheels vehicle.
 - Work collaboratively with circulation staff to rotate and maintain the mobile collection.
 - Assist with packing, transporting, and organizing materials used for programs.
 - Other duties as assigned.
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Qualifications

Required

- High school diploma or equivalent.
- Valid driver's license with a clean driving record.
- Ability to safely operate a larger vehicle.
- Strong organizational and communication skills.
- Ability to work independently and as part of a team.
- Exceptional skills in interaction with children, families, and community members.
- Ability to lift and move books and materials (up to approximately 30–40 lbs).
- Proficient computer skills and motivation to learn library circulation software.

Preferred Qualifications

- Previous experience in libraries, education, customer service, or community outreach.
- Interest in literacy, education, or community programming.
- Experience working with youth, families, or community groups.
- ***Bilingual Spanish-speaking skills are strongly preferred.***

Work Environment and Physical Demands

This position works both inside the library and at community outreach locations. The role may involve working outdoors and exposure to varying weather conditions.

- Ability to lift, carry, and transport library materials and supplies.
- Ability to stand for extended periods during events.
- Ability to load and unload books and materials from the vehicle.

Schedule

This position works up to 10 hours per week on a predetermined schedule, supporting regular Library on Wheels visits and preparation of materials for stops.