

Part-Time Children's Library Assistant

Dripping Springs Community Library

About Us

The Dripping Springs Community Library is a vibrant, community-focused library serving a diverse population. As a cornerstone of lifelong learning, we strive to create inclusive, engaging, and educational programming that reflects and supports our community's interests and needs.

Position Summary

We are seeking an innovative and resourceful **Children's Library Assistant** to work with the Children's Librarian to support the delivery of library services and programs to children and their families. The desired candidate should be able to engage with youth effectively, connect youth and caregivers to resources that reflect their interests, and conduct programming in line with community goals and interests. This includes, but is not limited to, programming, reader's advisory, collection development, circulation and more. The schedule for this position includes evenings and Saturdays.

Key Responsibilities

- Perform all manners of Circulation duties including but not limited to, checking materials in and out, processing library cards, assisting with fines, and managing reserves
- Understand and interpret library policies for patrons/volunteers
- Help children and caregivers locate materials, answer simple questions, and refer patrons to librarians when needed
- Assist with planning and implementing children's programs and story times
- Maintain the children's collection by shelving books and other materials, and ensuring they are organized by the library's classification system
- Ensure the children's library area is clean, organized, and inviting
- Assist with the opening and closing of the library
- Other duties as assigned

Qualifications and Skills

- A high school diploma or equivalency
- Associates or Bachelor's Degree preferred but not required
- Excellent interpersonal skills, and the ability to communicate effectively with both children and caregivers.
- Strong organizational abilities
- Familiarity with digital technology, mobile devices, and social media
- Willingness to learn, take initiative, and follow through on tasks
- Work well both independently and collaboratively as part of the Children's Services Department

Physical Demands of the Role:

- Ability to stand, walk, bend, kneel, and reach frequently.
- Lift and carry materials up to 25–40 pounds.
- Handle small objects and materials for crafts and programs.
- Sit or stand for extended periods during programs or desk duties.
- Physical stamina for active children's programs (e.g., singing, dancing, movement)