

Library Programming/Circulation Assistant

Job Description

Position Title: Library Programming/Circulation Assistant

Department: Youth Services / Programming

Reports To: Library Director or Reference Librarian

FLSA Status: Part-Time / Non-Exempt

Position Summary

The Library Programming/Circulation Assistant plans, prepares, and leads engaging craft and hands-on activities for children, teens, and families at the library. This position assists patrons, supports daily circulation operations, and helps create a welcoming environment that promotes literacy, learning, and community engagement.

Essential Duties and Responsibilities

- Plan and conduct age-appropriate craft programs for children, teens, and families.
- Prepare craft samples and instructional materials prior to programs.
- Set up program spaces before events and clean up afterward.
- Maintain an organized inventory of craft supplies and materials.
- Assist with Summer Reading Program activities and special library events.
- Promote programs through displays, flyers, social media content, and community outreach.
- Provide friendly and professional customer service to library patrons.
- Assist participants during programs and ensure a welcoming environment for all attendees.
- Track program attendance and provide reports as requested.
- Follow library policies, procedures, and safety guidelines.
- Perform other duties as assigned.

Circulation and Customer Service Responsibilities

- Demonstrates a patron-centered attitude and maintains a professional, positive, and team-oriented working relationship with staff, coworkers, volunteers, and patrons.
- Assists with circulation operations by checking library materials in and out, collecting fines for lost and overdue materials, processing library card applications, and placing materials on hold.
- Inspects returned materials for damage or excessive wear and prepares action slips for the Technical Services Department as needed.
- Uses the library's automated circulation system to perform daily functions, including issuing new library cards, checking materials in and out, processing holds, updating patron records, and maintaining accurate circulation data.
- Answers telephone calls, greets visitors, and directs patrons to appropriate library services, resources, or staff members.
- Operates the point-of-sale system and processes transactions using patron accounts, cash, checks, and credit or debit cards.
- Provides courteous customer service and assistance to patrons using library resources, computers, digital services, and library equipment.
- Assists patrons in locating materials, accessing library accounts, and utilizing library collections and services.
- Maintains confidentiality of patron records and adheres to all library policies and procedures.

Knowledge, Skills, and Abilities

- Ability to work effectively with children, teens, and families.
- Creativity and enthusiasm for arts, crafts, and educational activities.
- Strong communication and organizational skills.
- Ability to lead groups and provide clear instructions.
- Ability to work independently and as part of a team.
- Basic computer skills, including email and internet use.
- Ability to maintain a positive and welcoming attitude toward patrons.

Minimum Qualifications

- High school diploma or GED required.
- Experience working with children, youth programs, camps, schools, libraries, or community organizations preferred.
- Experience with arts, crafts, or creative programming preferred.
- Ability to pass a background check.

Physical Requirements

- Ability to lift and carry up to 25 pounds.
- Ability to stand, walk, bend, and reach during program preparation and activities.
- Ability to set up tables, chairs, displays, and program materials.

Work Schedule

- Flexible schedule, including afternoons, evenings, and occasional weekends as needed for library programs and special events.

Preferred Qualities

- Enthusiastic, dependable, and creative.
- Passion for literacy, lifelong learning, and community service.
- Ability to create engaging, hands-on experiences that encourage participation and learning.

To Apply:

Please Contact: Library Director Rosie Amaya. **Please submit:** Resume and Library Application. Applications available at <https://www.bclib.org/career.php>. Submission may be emailed to director@bclib.org or mailed to Attn: Library Director, Joe Barnhart Bee County Library, 110 W. Corpus Christi St, Beeville Texas 78102.

The Joe Barnhart Bee County Library is an equal opportunity employer committed to providing inclusive programs and services for all members of the community.