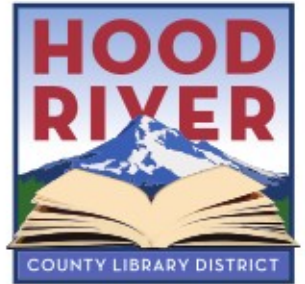


## **Job Announcement Children's Services Assistant**



**Open until filled**

**The first review of applicants starts Friday, February 4, 2022, 5pm**

### **Job description**

The Hood River County Library District seeks applicants interested in developing meaningful community relationships and dynamic, ever-expanding outreach programs that identify and address the literacy needs of children and youth in Hood River County, with special emphasis on meeting the needs of Spanish-speaking families.

The Children's Services Assistant works alongside the Children's Services Librarian and the Bilingual Outreach Librarian as the third member of the Kids' Services Team, joining their efforts to achieve these challenging, meaningful and rewarding goals.

The Kids' Team develops its events and programs through cycles of growth based on action, reflection and consultation among its three members and in coordination with the library director.

The Children's Services Assistant position is one that requires a tremendous amount of creativity, energy, intelligence, focus, friendship and teamwork. Ideal candidates will have a passion for developing strong readers, a clear understanding of meaningful service, a sense of responsibility to their community, and maintain a state of continual learning alongside their colleagues.

A portion of the Children's Services Assistant's weekly hours are spent outside the library building for outreach activities, bringing literacy services directly to residential neighborhoods.

Since story times are an essential part of children's literacy, ideal candidates will find enjoyment and a sense of playful fun in providing this service to families.

The Children's Services Assistant will assist the Children's Services Librarian by sharing duties, offering support, and contributing ideas and enthusiasm.

Additionally, the Children's Services Assistant will learn all the duties and responsibilities of a public

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Hood River - OR 97031

**541 386 2535**

[www.hoodriverlibrary.org](http://www.hoodriverlibrary.org)

service desk clerk, providing services to patrons of all ages at all library district branches, including the Lending Library and Bookmobile.

Due to the intensive efforts with the Spanish-speaking community, it is highly preferred that the Children's Services assistant be fluent in both Spanish and English.

This position is 30 hours per week, including weekend and evening hours. The position reports to the Library Director.

### **Job duties and responsibilities**

- Assists the Children's Services Librarian.
- Plans and presents storytime programs.
- Assists with coordination and presentation of the annual Summer Reading Program.
- Gives tours of the library to school classes, including book talks and related activities.
- Networking and collaborating with community organizations to better serve children and youth.
- Visits school classrooms to promote reading and literacy.
- Assists with offering special programs, both at library branches and outside locations.
- Publicizes programs through news media, social media and flyers.
- Serves patrons at the public service desks, Lending Library and Bookmobile by checking library materials in and out, routing items to the proper locations, offering reader's advisories as well as answering simple reference questions.
- Answers questions regarding library organization, policies, and procedures.
- Assists the public with computers, equipment, the library catalog, and electronic resources.

### **About Hood River County Library District**

Hood River County Library District is dedicated to promoting the enjoyment of reading and culture, responding to the community's need for information, and enriching quality of life for its patrons.

The Library District serves approximately 24,000 people with good circulation rates and robust participation in events. In 2020-21, a pandemic year, patrons checked out over 106,000 items.

The District includes three branches: Cascade Locks, Hood River, and Parkdale as well as a mobile Lending Library in Odell serving children ages 0-13. Additionally, a Bookmobile is scheduled to be added to these services in spring of 2022.

The physical library buildings provide free wi-fi, computer access and use of other electronic devices

to patrons and visitors alike. Additionally, the Hood River County Library District is a member of the Sage Library System and the Libraries of Eastern Oregon, consortiums which provide their patrons access to nearly all materials catalogued within their systems.

The Hood River branch is in a stunning, historic Carnegie building (constructed in 1913 and expanded in 2003), and the Cascade Locks and Parkdale branches are located in the center of their respective communities. The district has stable funding from a countywide special district, and enjoys the additional financial support of a very active Friends of the Library group and Library Foundation, as well as many hours of support from a bevy of loyal volunteers.

Seated at the heart of the Columbia River Gorge, Hood River County provides myriad opportunities for outdoor recreational activities including windsurfing, kiteboarding, hiking, cycling, skiing, and more.

For more information, please visit us online:

- Hood River County Library District - <http://hoodriverlibrary.org>
- Sage Library System - <http://catalog.sage.eou.edu/>
- Hood River County Chamber of Commerce - <http://hoodriver.org/>

### **Desired minimum qualifications**

- Associate's degree from an accredited institution or equivalent.
- Over one year experience working directly with children.
- Two years experience working in customer service.
- Any equivalent combination of education and experience satisfying the above.
- Fluently Bilingual Spanish/English is highly preferred
- Experience with organizations serving underserved populations.
- Experience working at school or public libraries.

### **Compensation**

- Opening salary ranges from \$17.62 to \$18.33 per hour.
- *Health benefits:* Medical, prescription, alternative care, vision, and dental insurance. Optional Flexible Spending Accounts for health or dependent care.
- *Retirement:* 403(b) plan contributions of the equivalent of up to 9% of salary, including a 6% contribution by the district and an optional match by the district of up to 3%.
- *Leave:* Vacation, sick leave, and paid holidays annually.

### **How to apply**

Please read the job description carefully and submit the following:

- Cover letter
- A completed Hood River County Library District Application for Employment
- Current resume.

The complete application packet, together with the job description, is available from the following sources:

- Online at <http://hoodriverlibrary.org/about/employment>.
- Hood River Library, 502 State St, Hood River, OR 97031.
- Cascade Locks Library, 140 SW Wa-Na-Pa, Cascade Locks, OR 97014.
- Parkdale Library, 7300 Clear Creek Rd, OR 97041.
- By calling 541-387-7062 or emailing [info@hoodriverlibrary.org](mailto:info@hoodriverlibrary.org).

Documents must be submitted in OpenDocument, PDF, or Microsoft Office format. Complete application packet and email to [rachael@hoodriverlibrary.org](mailto:rachael@hoodriverlibrary.org) or return to Hood River County Library District, 502 State St, Hood River, OR 97031

The Hood River County Library District is an Equal Opportunity Employer.