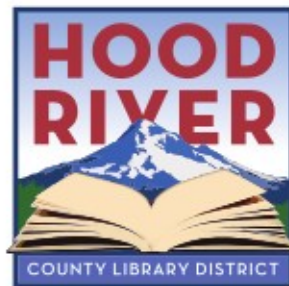


Job Announcement Children's Services Assistant



**Open until filled
First review of applications
Thursday, August 21, 2025**

Job description

The Children's Services Assistant supports the Program Services Team to deliver engaging library services and programs for children birth through 12th grade across all library branches, bookmobile stops, and community locations. This position supports children's developmental and educational needs through direct service, innovative programming, collection maintenance, and creating and posting marketing materials and social media content, while providing bilingual assistance to Spanish-speaking families.

The majority of focus will be working closely with the Children's Services Librarian serving ages birth through 5th grade to support the library's mission of fostering early literacy and lifelong learning while collaborating with our Teen and Tween Services Librarian and Bookmobile Librarian to support their programs and services. The Children's Services Assistant champions the library's mission by providing welcoming, inclusive services that support development, promote literacy and learning, and foster a lifelong appreciation for libraries among patrons, while serving as a bridge between libraries and the local community.

The Children's Services Assistant is a full-time position, up to 32 hours per week. Weekends and some evening hours are required. This position requires bilingual proficiency (read/speak/listen/write) in Spanish.

Essential duties and responsibilities

- **Patron service and programming**
 - Demonstrate a positive, inclusive, and welcoming attitude that fosters a safe and supportive environment for children, their caregivers, and families. Embrace and celebrate diversity by treating everyone with respect and without judgment, ensuring that all individuals feel valued and understood.

502 State Street
Hood River - OR 97031

541 386 2535

www.hoodriverlibrary.org

- Assists with proactive and innovative services consistent with the developmental needs of children and the needs of parents, families and caregivers.
 - Assists with presenting diverse child-focused programs across all library branches, bookmobile, and external community locations. This includes educational, early literacy, and community interest programs. Such as storytime programs, special events, and the annual Summer Reading Program
 - Assists with conducting outreach to children, parents, and guardians utilizing various modalities such as in-person interactions, interactive programs and social media platforms.
 - Network and collaborate with schools and community organizations focused on children.
 - Collaborate with Children's Services Librarian, Teen and Tween Services Librarian, Bookmobile Librarian to serve children and other staff to serve patrons of all ages.
- **Collection development and information services**
 - Participates in the weeding of children materials, using industry reviews and the library's Collection Development Policy to evaluate and make decisions about the assigned collections.
 - Maintain diverse displays that represent all perspectives and assist children and their families in accessing inclusive materials, while upholding intellectual freedom as defined in the ALA Bill of Rights.
 - Provide information, readers' advisory, and reference services in-person, by phone, and online.
 - Maintain current knowledge of children's literature, authors, and trends in children's library services.
 - Give library tours to school classes, including book talks and related activities.
- **Library space and promotion**
 - Assists in maintain an inviting children's area with recommended book lists, displays, and self-guided activities.
 - Collaborate with the marketing team to publicize programs through various channels. Design and develop promotional materials for programs serving all ages, distributing them across print media, the library's website, and social media platforms.
- **Administrative and professional duties**
 - Serve as Person-In-Charge of the building when required.
 - Work with volunteers for children, tween and teen and bookmobile and outreach services.
 - Stay current on professional and technological developments through participation in organizations, workshops, continuing education, and professional reading.

- **General responsibilities**

- Champion the Library's strategic goals, mission, vision, and values. Works cooperatively with other library departments to develop plans and initiatives that support the library's mission and goals.
- Provide friendly and courteous customer service to patrons from diverse backgrounds.
- Perform circulation duties at public service desks and Bookmobile.
- Answer questions on library organization, policies, and procedures.
- Train patrons in library skills, including computer use, catalog navigation, and electronic resource utilization.

Please see the job description for a list of secondary duties, knowledge, skills and abilities.

Minimum qualifications

- Associate's degree from an accredited institution or equivalent.
- Two years experience working in customer service, preferably in a public library.
- One or more years of professional experience working with children birth through 12th grade in a library setting or similar working environment.
- This position requires bilingual proficiency (read/speak/listen/write) in Spanish.
- Any equivalent combination of three (3) years of education, experience, and training satisfying the above.

Desired education, experience and qualifications

- Experience in customer service, preferably in a public library
- Experience working with organizations serving underserved populations
- Experience building community partnerships
- Experience working in school or public libraries

Special requirements/licenses

- Criminal background check required.
- Must have valid driver's license and required mandatory insurance when operating privately owned vehicle for business purposes.
- Must be able to travel to other locations to perform work, and/or attend work-related meetings, workshops, or conferences.

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Compensation

- Opening salary ranges from \$20.41 to \$22.98 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 –please explain how your experience and skills meet both the required and desired qualifications listed in the job posting.
- 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.

Documents must be submitted in OpenDocument, PDF, or Microsoft Office format. Complete

application packet and email to **rachael@hoodriverlibrary.org** or return to Hood River County Library District, 502 State St, Hood River, OR 97031

About Hood River County Library District

The Hood River County Library District reaches out, supporting everyone to learn, create, and grow in our community. We come together to create an inclusive, dynamic, and creative environment where everyone belongs and opportunities for all. Our commitment to collaboration, community, compassion, and fun drives us to provide services that enrich lives and foster a sense of belonging for every member of our diverse community.

The Library District serves approximately 24,000 people with good circulation rates and robust participation in events. In the 2024-25 fiscal year, Hood River County Library District patrons checked out over 191,762 items. Our libraries welcomed 75,000 visits, and 12,455 people attended our programs.

The District includes three locations: Hood River, Cascade Locks, and Parkdale as well as a bookmobile. The bookmobile serves Hood River County with a focus on Odell and Hood River.

The physical library buildings and bookmobile 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, consortium which provide their patrons access to nearly all materials cataloged 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/>

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