Part-Time Children's Assistant

Ohio County Public Library

Wheeling, West Virginia

Do you enjoy working with children, helping families, and making the library a welcoming place to learn and explore?

The Ohio County Public Library is seeking a friendly, reliable, and enthusiastic **Part-Time Children's Assistant** to join our Youth Services team. This position is ideal for someone who enjoys working with the public, supporting children's activities, and helping young readers discover the joy of books.

Compensation and Schedule

- **Pay:** $13.00 per hour
- **Hours:** 25 hours per week
- **Schedule:** Monday 4 pm to 9 pm, Tuesday and Wednesday 5 pm to 9 pm, Thursday 4 pm to 9 pm, Saturday 9 am to 5 pm
- **Position Summary**

The Children's Assistant supports the daily operations of the Children's Department by assisting patrons, maintaining library collections, supporting children's programs, and providing circulation services.

Essential Duties and Responsibilities

- Shelve and organize library materials and maintain orderly, welcoming spaces.
- Assist children, parents, and caregivers in locating library materials and resources.
- Help prepare for and present children's programs, storytimes, and special activities.
- Occasionally lead activities as assigned.
- Staff the circulation desk and assist patrons with borrowing and returning materials.
- Support daily library operations and perform other duties as assigned.

Minimum Qualifications

- High school diploma or equivalent.
- Experience working with children, customer service, or libraries preferred.
- Welcoming, patient, and dependable demeanor.
- Strong communication and organizational skills.
- Ability to work independently and as part of a team.
- Basic computer skills and willingness to learn library systems.
- Flexibility to accommodate additional scheduling needs preferred.

- Satisfactory background check.

Why Join Ohio County Public Library?

At the Ohio County Public Library, you'll be part of a team dedicated to encouraging reading, creativity, and lifelong learning. If you enjoy helping others and making a positive difference in the lives of children and families, we'd love to hear from you!

How to Apply

Please submit an application https://www.ohiocountylibrary.org/docs/7t_OCPLEmploymentApplication.pdf to:

Amy Kastigar
amy.kastigar@ohiocountylibrary.org

Or mail to:

Ohio County Public Library
52 Sixteenth Street
Wheeling, WV 26003

Applications will be accepted until the position is filled.

The Ohio County Public Library is an Equal Opportunity Employer and encourages applications from qualified individuals of all backgrounds.