Part-Time Children's Assistant

Job Title:	**Children's Assistant**
Location:	**Ohio County Public Library, Wheeling, West Virginia**
Position Type:	**Part-time, 25 hours per week;** 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
Reports to:	**Director of Youth Services**
Salary:	**$13.00 per hour**

Position Summary

We are seeking a personable, dependable, and service-oriented Children's Assistant to support the daily operations of the Children's Department. This position assists children and families, shelves and maintains library materials, provides circulation services, and supports children's programs and activities.

Essential 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.

Work Context

- Work performed in a public library environment with frequent interaction with children, caregivers, staff, and the public.
- Work includes the Children's Department, shelving areas, program spaces, and circulation desk.
- Requires the ability to safely lift materials and push book trucks weighing up to 40 pounds.
- Requires bending, stooping, reaching, and standing or sitting for extended periods.
- Requires regular use of computers and other library equipment.

Benefits

- Retirement benefits
- Paid holidays and paid time off

Physical Requirements and ADA Statement

The Ohio County Public Library is committed to providing equal employment opportunities and reasonable accommodations in accordance with the Americans with Disabilities Act (ADA), as amended.

An employee in this position must be able to perform the essential functions of the job, with or without reasonable accommodation. Duties may require frequent sitting, standing, walking, reaching, and use of hands; occasional lifting and carrying of outreach materials and equipment weighing up to 30 pounds; operation of a motor vehicle; and travel to community locations throughout the library's service area.

Reasonable accommodations will be provided to qualified individuals with disabilities unless doing so would create an undue hardship on library operations.

Why Join Ohio County Public Library?

The Ohio County Public Library is dedicated to enriching lives through learning, literacy, and community engagement. We value innovation, collaboration, public service, and the creation of welcoming spaces for all residents.

If you enjoy building relationships, engaging with diverse communities, and making a positive impact through public service, we encourage you to apply.

How to Apply

Submit an Employment application to: Amy.kastigar@ohiocountylibrary.org

Or:

Ohio County Public Library
52 16th 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.