



Community Library of DeWitt & Jamesville

Paralibrarian for Children's Services Job Description

Overview

The Paralibrarian for Children's Services provides support to the professional librarian staff with a special focus on the Children's Department, including selecting, evaluating and weeding library materials; cataloging library materials, and assisting with planning library programs. The Paralibrarian for Children's Services is also responsible for assisting library patrons, including answering reference questions, staffing the service desk, circulation duties and other daily operational needs of the library. The Paralibrarian for Children's Services reports directly to the Assistant Director for Children's Services.

Schedule: 25 hours a week including some weekends and evenings; Tues, Wed, and Thurs 9:30-5:00, Friday 1:00-5:00, and 1-2 Saturdays a month.

Pay Range: \$19 - \$22 per hour

Responsibilities

Children's Services

- Assists in the collections management needs of the Children's Department including, but not limited to, inventory and weeding of collections as directed.
- Assists the library's Youth Services team to plan, implement, present/coordinate children's and family programs and events for the library.
- Provides customer service support to children and their caretakers, including, but not limited to, readers' advisory services, providing information on and registering patrons for children's program events.
- Creates age-appropriate reading guides, book lists, and book displays to promote library materials to children and their caregivers.
- Maintains an organized and neat space in the Children's Room including picking up after patrons, programming events, and shelving and shelf reading of materials.

General Library Duties

- Provides customer service support, including, but not limited to basic circulation transactions, registering patrons for library cards, and providing information to the public on circulation rules, policies, and procedures.
- Performs other circulation assistant functions, including but not limited to: library opening and closing procedures, checking in and sorting library materials for shelving, shelving books, searching the public catalog, and placing holds for patrons.
- Attends meetings, in-house training, and external workshops relevant to job functions.

- All other duties as assigned.

Required Qualifications

- Bachelor's degree from an accredited four-year college or university or equivalent education.
- Ability to work with adults and children of varied backgrounds.
- Ability to maintain effective working relationships with co-workers and work as part of a team.
- Demonstrated strong public service skills; respect, courtesy, and patience in dealing with staff and public.
- Excellent written and verbal communication skills.
- Excellent organizational and time-management skills.

Preferred Qualifications

- Knowledge of Polaris Leap.
- One year of library service experience or equivalent.
- Proficient in Google Drive, Docs, Calendar, Sheets, Forms, and Meet.

Physical Activity Requirements

While performing the duties of this job, the Paralibrarian stands, reaches with arms; uses hands, fingers, sight, hearing, and verbal communication; bends, stoops, kneels; lifts and carries materials weighing less than 20 pounds; lifts, moves, and/or manipulates bulky items and/or crates of materials weighing up to 50 pounds; and pushes/pulls/maneuvers a wheeled book cart weighing up to 200 pounds when fully loaded. Job duties may occasionally require standing for extended periods of time.

To Apply

Please email a cover letter, resume, and three references to HR@cldandj.org. Interviews are planned to start the week of October 13, 2025.

This job description is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. This job description will be reviewed periodically as duties and responsibilities change if necessary. Position Descriptions are subject to modification.

The Community Library of DeWitt & Jamesville is an Equal Opportunity Employer. The Library does not unlawfully discriminate on the basis of a person's race, religion, creed, color, sex, age, national origin, disability, sexual orientation, gender identity, transgender status, gender dysphoria, marital status, family status, pregnancy, military status, veteran status, genetic information including predisposing genetic characteristics or carrier status, arrest or conviction record, domestic violence victim status, or any other legally protected class or status.