



Position Title: Youth Services Assistant

Department: Youth Services

Status: Part-Time, Non-exempt

Summary of position: The Easttown Library is a busy suburban library in Chester County, PA serving a direct population of about 11,000. Last year we circulated over 375,000 items. We also offer a robust set of programs and services for residents of all ages, including notary and passport services.

The Youth Services Assistant builds relationships with library users, supports programming for youth from preschool to high school, and encourages literacy and a love of learning for all ages. Primary responsibilities include: circulation desk work, reference and readers' advisory services, and programming support. This position reports to the Head of Youth Services.

Principal Responsibilities

Programming

- Host programs with outside vendors, including evening and weekend programs
- Help plan and implement Summer Learning Program
- Create and maintain content for social media, program flyers, and event calendars
- Opportunity to learn how to create and lead children's programs

Public Service

- Assist with all aspects of library circulation in youth services, including help with catalog inquiries, stack navigation, as well as any general questions as related to the library collection
- Provide ongoing customer assistance in Youth Service
- Assist at the main circulation desk as needed
- Provides reference services to youth and their parents/caregivers, including answering reference questions, reader's advisory, and technology assistance
- Stay current with children's and young adult literature by reading books and monthly review publications
- Create and maintain ongoing thematic displays of materials

Collection Development

- Assist with collection development projects, such as deselection
- Keep collection organized and neat by performing daily maintenance routines

Qualifications

Required

- High school diploma or GED
- At least one year of experience working with youth in an educational setting
- Excellent communication skills and ability to work as part of a team
- Enjoy working with children of all ages
- Ability to provide top notch customer service to patrons of all ages

Preferred

- Two or more years of college
- Experience working in a public library
- Desire to learn how to design, implement, and lead programs for youth



- Ability to work a flexible schedule that includes evening and weekend hours
- Proficient with PCs and Microsoft Office applications

Physical Requirements

- Ability to operate computer equipment and keyboards with ease
- Handle packages weighing up to 25 lbs.
- Ability to bend and move freely among stacks
- Must be able to wheel a full cart of books
- Reasonable accommodation will be made to enable qualified candidates

Additional requirements:

The successful candidate will be required to complete and submit the following documentation prior to their start date. All clearances must be dated within one year of the start date and must be completed for the purpose of Employment. Volunteer clearances will not be accepted.

- ◆ Pennsylvania Child Abuse Clearance (<https://www.compass.state.pa.us/CWIS/Public/Home>)
- ◆ Pennsylvania Criminal History Record (<https://epatch.state.pa.us/>)
- ◆ Federal Criminal History Record (<https://www.identogo.com/locations/pennsylvania>)

Hours:

- 16-20 hours per week

Starting salary: \$16.50 per hour

To apply:

Send resume and cover letter to Angela Brown, Head of Youth Services at abrown@ccls.org

Easttown Library supports workplace diversity and is proud to be an Equal Opportunity Employer.