

Scott Township Public Library has an immediate opening for a part time **Library Assistant - Youth Programs** (12-24 hours per week). The primary role of this position is to provide resources and services to children, teens, families, caregivers, and educators.

Scott Township Public Library provides equal employment opportunities and prohibits discrimination and harassment of any type without regard to race, color, religion, sex, national origin, ethnicity, ancestry, age, disability status, marital status, pregnancy, veteran status, sexual orientation, gender identity and expression, genetic information, political affiliation or any other protected characteristic in accordance with applicable laws and regulations.

Responsibilities include, but are not limited to:

- Familiarity with children/teen/caregiver/educator literature, resources, services, and technology
- Plan, implement, and evaluate library programs which fulfill the diverse, educational, recreational and personal need of local children, teens, and their caregivers and educators. Programs to include, but not limited to Story Time, Summer Reading, STEM programs, book clubs, family fun time, caregiver/child learn through play, and special events with professional collaborations. Keep program statistics and prepare reports as requested
- Community response surveys and utilize outcomes to tailor library services
- Management of program budget by monitoring expenses; coordinate with team members to order supplies
- Attendance at meetings and continuing education opportunities to enhance knowledge of trends and developments in library services; share relevant information with library team
- Establish relationships with other ACLA libraries, CV school district, Township personnel, community organizations, and local businesses to further the mission of the Library
- Participate in community and school activities to promote library services through intentional partnerships and collaborations
- Involve teens in planning and implementing services for their age group, as well as inclusion of teens for volunteer opportunities within the Library
- Manage volunteers and other staff to support youth services initiatives
- Create displays and maintain children, family, and teen areas of library
- Participate in creating and revising equitable policies and procedures
- Implement, attend, and assist with fundraising initiatives, grant writing efforts, and special events
- Regular circulation/reference service for patrons of all ages which includes greeting and directing patrons to appropriate resources, reader's advisory, technology assistance, shelving and shelf-reading, checking in and out library material, registering patrons for library cards, opening/closing activities; all with a focus on superior customer service
- Performs other related duties as required; examples of other related duties include, but are not limited to: taking out the trash, climbing a ladder to update displays or change a light bulb, vacuuming, cleaning minor messes throughout the library – including the bathroom, kitchen, and/or meeting areas

Requirements/Qualifications:

- Bachelor's degree in education or related field, and/or 2+ years youth program planning experience; MLIS and public library experience preferred

- Experience working with children and an understanding of developmental stages, proven organizational and planning skills, ability to prioritize and perform multiple tasks with frequent interruptions
- Ability to work with the public, independently, and as part of a team with a pleasant and professional approach; strong interpersonal, oral, and written communication skills
- Travel for outreach, meetings, and training/workshops for continuing education credits; a valid driver's license and/or access to reliable transportation
- Strong computer and other related technology skills, including Sierra Circulation, eLibrary, MS Office, WordPress, and social media platforms
- Physical ability to bend, reach, lift heavy loads, push/pull heavy book trucks, and stand for periods of time; the position may require frequent walking, sitting, stooping, crouching, and kneeling; the position requires regular communication with staff, volunteers, and public; must be able to hear, comprehend and respond to library patrons online, in person, and via telephone conversations
- Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Record Check, and FBI fingerprint-based background check are required prior to offer of employment

Schedule: PT 12-24 hours per week; flexible schedule with minimum 5 hours/week of regular circulation desk shifts, plus 1-2 Saturday shifts per month. Must be able to work daytime, evening and weekend hours.

Salary: Compensation is based on experience (starting at \$15.00/hour)

Please send letter of interest, resume, salary requirement, and 3 references to:

Gina Leone, Director
Scott Township Public Library
leoneg@einetnetwork.net

Applications, via email only, will be accepted until the position is filled.

Disclaimer: The responsibilities and requirements outlined above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.