



**The County of Chester
is an Equal Opportunity Employer
and Complies with the
American with Disabilities Act (ADA)**

**CHESTER COUNTY LIBRARY
& DISTRICT CENTER
AND HENRIETTA HANKIN BRANCH**



Requisition# 00642
Title PT Library Assistant - MakerSpace
Department Henrietta Hankin Branch Library
Location 215 Windgate Drive, Chester Springs, PA

The Henrietta Hankin Branch Library in Chester Springs, PA is seeking a creative, innovative part-time library assistant in the reference department dedicated to maintaining and enhancing the high standard of information and customer service established by the Library.

This part-time library assistant will provide supervision and direct instruction services to patrons who are using the MakerSpace at the library. The staff member will conduct presentations, train patrons to use the machines, assist in troubleshooting, and organize equipment and materials. When the Makerspace is not in use, the library assistant will work in the Reference department, finding research information, locating library materials, and helping patrons in our public computer area. The position will provide one-on-one training in using the MakerSpace and assist in technology tutoring. They will plan and promote educational classes, learning opportunities and social events for our customers. The ability to provide excellent customer service is vital.

Requirements/Qualifications: High school diploma or General Education Degree (GED). Some post-secondary education preferred. Creativity, flexibility and genuine enjoyment of working with the public. Excellent organizational and verbal skills. Ability to work independently with attention to detail. Capable of handling stressful situations. Knowledge and experience in social media, digital media devices, virtual reality, and photography a plus.

Physical abilities: Handle, lift, or move library materials weighing up to 25 lbs.; stand at a computer terminal for up to 4 hours; wheel book trucks weighing up to 125 lbs.; and stand, sit, walk, stoop or reach within a confined area.

All library positions require the following criminal background and child abuse clearances: Report of criminal history from the Pennsylvania State Police (PSP); Child Abuse History Clearance from the Department of Human Services (Child Abuse); and Fingerprint based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI).

Position Type: Part-Time

Salary Information: \$10.00 per hour.

Shift: Varies including nights and weekends.

Weekly Hours: 20

Deadline: Applications will be accepted until position is filled.

Original posting date: 1/27/2021

To apply, contact County of Chester Human Resources:
Apply online at www.chesco.org; Job Inquiries: 610-344-6698