



720 FIRST AVENUE, BERWYN, PA 19312
www.easttownlibrary.org

Job Title: Youth Services Programming Assistant (school age)

Reports to: Head of Youth Services

Summary of position: The Youth Services Department at Easttown Library serves children birth–18 years old and their caregivers. This position delivers programming primarily for youth from ages elementary to high school; builds relationships with library users; and encourages literacy and a love of learning for all ages. Primary responsibilities include: programming, reference and readers' advisory services, circulation and collection development.

The ideal candidate for this position will be customer-focused, enthusiastic about serving the community, and comfortable working with people of all ages, backgrounds, dispositions, and abilities. They will be knowledgeable about children's and teen literature, popular culture, and best practices for serving youth. They will also be an enthusiastic collaborator, adept at public speaking, proficient with technology, and possessing excellent time management and communication skills.

Required Education, Skills, and Experience:

- ◆ High school diploma or GED
- ◆ At least one year of experience working with youth in an educational setting.
- ◆ Experience developing and presenting programs, workshops, and classes for youth.
- ◆ Proven record of a creative approach to program design and implementation.
- ◆ Enjoy working with children of all ages with a strong passion for elementary age, tweens, and teens.
- ◆ Ability to provide top notch customer service to patrons of all ages.
- ◆ Ability to work a flexible schedule that includes evening and weekend hours.
- ◆ Proficient with PCs and Microsoft Office applications.

Preferred Education, Skills, and Experience:

- ◆ Two years of college.
- ◆ Experience working in a public library.
- ◆ Knowledge of online catalog and ILS programs.
- ◆ Knowledge of online and internet reference skills.

Physical Requirements:

- ◆ Lift and move furniture.
- ◆ Sit on the floor or remain standing for extended periods of time.
- ◆ Ability to move full book carts.

Specific Responsibilities

Programming

- ◆ Plan and implement programs for school age children, including afterschool, and some evening and weekend programs.
- ◆ Help plan and implement Summer Reading Program.



- ◆ Stay current with emerging technologies and how they relate to trends in youth programming (e.g. STEM/STEAM).
- ◆ Assist in implementation of other programs with Youth Services Librarian.
- ◆ Assist with creating and monitoring social media.

Reference and Reader's Advisory

- ◆ 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.

Circulation

- ◆ 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.

Collection

- ◆ Assist with collection development as needed.

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: Maximum of 29 hours per week. Schedule will vary based on programming but will include afternoon, evening, and weekend hours.

Hourly pay: \$17.50

To apply:

Send resume and cover letter to aosborne@ccls.org
Applications will be reviewed starting Monday, May 23.

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