

Position: Youth Services Librarian, Part-time

Phoenixville Public Library

Position Type: Part-time/Non-Exempt

Salary Information: \$15-\$20/hr. based on experience

Hours: 20/week, 9am-2pm Monday through Thursday, occasional night and Saturday hours as needed

Deadline: Applications will be accepted until position is filled. Original posting date: February 13,2023

Submit Cover letters and resumes to Tegan Conner-Cole, Director of Youth Services.

Mail: 183 Second Ave, Phoenixville, PA 19460, e-mail: tconnercole@ccls.org or Fax: 610-933-4338

The Phoenixville Public Library is seeking an Assistant Youth Librarian for a 20-hour per week position. The Library is the third busiest library within the Chester County Library System. The Phoenixville Public Library is known for its quality children's programming and we are seeking an enthusiastic and dedicated member for our team. Responsibilities for this position include developing, promoting, and implementing effective programming for children, including stories, music, and crafts, and teens. Promoting youth services, performing reader's advisory, compiling statistical information based on programs and attendance, and providing a high level of customer service are some of the additional responsibilities of this position. This position reports to the Director of Youth and Young Adult Services.

Knowledge/Skills/Abilities:

- Working knowledge of child and teen development from birth to teen years
- Ability to develop, coordinate, and implement children's programming including STEAM for all ages
- Ability to develop, coordinate and implement young adult programming
- Experience in leading story times and other types of programming
- A desire to develop a love of literacy in children
- Ability to provide readers advisory and reference services to children, their caregivers, etc.
- Assist in promoting library use, especially programs and services of the children's and young adult departments
- Working knowledge of the principles and practices of public libraries
- Ability to deliver high quality customer service
- Ability to work with the public more specifically with children and their caregivers
- Ability to communicate clearly and effectively through written and oral communication
- Function well within a busy environment
- Ability to work well within a team environment
- Possess an attention to detail
- Ability to establish and maintain effective working relationships
- Ability to work independently
- Compiles statistical data such as tracking program attendance to be used in statistical reports

Requirements:

- Enrolled in Library Science Master's Degree Program, Master's Degree in Library Science, or equivalent education.
- Criminal Background checks- State and Federal
- Child Abuse Clearance Check
- Working knowledge of MS Office including but not limited to Word, Outlook, and Publisher.

Ability to handle, lift and move library materials up to 25 pounds, to operate a keyboard and a variety of computer programs, office machines and cash register; to push book carts weighing up to 125 pounds, and to stand several hours, sit, walk, stoop, kneel, crouch or squat, climb stairs, use step stools or ladders, work with arms above shoulder height and twist or rotate at the waist, and reach within confined areas. Close vision is required in order to read small print and a computer monitor.