



720 First Avenue, Berwyn PA 19312

www.easttownlibrary.org

Position Title: Adult Services Librarian (part-time, non-exempt)

Department: Adult Services

Starting salary: \$20.11 per hour

We are looking for a welcoming, enthusiastic, and community-focused individual to join our team! Easttown Library is a busy suburban library in Chester County, PA. In addition to loaning books and non-traditional materials, we also offer a robust set of programs and services for residents of all ages, including notary and passport services. Our library is a hub for lifelong learning, culture, and community building.

Easttown Library is dedicated to creating a vibrant environment that fosters connection and engagement among our patrons. The Adult Services Librarian assists in performing all necessary tasks to ensure that Easttown Library customers receive excellent service, including reference service, technology instruction, and programming for adults. This employee in this position is in charge of the library during some evening and weekend shifts, which includes overseeing staff to ensure completion of work. This position reports to the Head of Adult Services.

Principal Responsibilities:

- Initiates, plans, and hosts a variety of programs and activities for adults including educational lectures, crafting programs, performances, and other special events.
- Promotes programs through flyers, posters, calendars of events, social media, and newsletters.
- Provides reference services to the public, including answering reference questions, reader's advisory, and technology assistance.
- During evening and weekend shifts, this position serves as the Person in Charge and as such is responsible for opening and/or closing the library, addressing any issues that arise during the shift, and monitoring staff to ensure completion of work responsibilities.
- Assists with Circulation Department duties when needed.
- Provides basic troubleshooting of equipment such as computers, mobile devices, printers, copy machines, and scanners. Assists library users with the internet, email, MS Office Suite, and other software.
- Attends monthly All Staff Meetings and quarterly PIC (Person in Charge) Meetings.

Qualifications:

Required:

- Strong focus on creating connections with library patrons and providing top notch customer service
- Excellent computer skills; experience with MS Office Products
- Strong verbal and written communication skills, including the ability to speak in front of an audience and de-escalate difficult situations
- Ability to work independently

Preferred:

- Supervisory experience



- Experience working in libraries and with library reference materials, including print and electronic resources
- MLIS degree from an ALA-accredited library school/currently enrolled in an MLIS program or equivalent library employment experience

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 within 90 days of their start date. All clearances must be dated within one year of the start date and must be completed for 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>)

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

Hours:

- 16.5 hours per week comprised of two weeknights 2-8 pm and Sundays 12:30-5 pm
- Additional hours may be available according to programming needs

To apply: Send resume and cover letter to reference@easttownlibrary.org

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