

**Title:** PART-TIME CHILDREN'S PROGRAMMING ASSISTANT  
**Employer:** Chester Springs Library (CSL)  
**Location:** Chester Springs, Chester County, PA  
**Hours:** MWF 10am to 6pm with one Saturday per month or as needed  
**Rate:** \$12 per hour  
**Deadline:** Open until filled

**Position Overview:**

The Chester Springs Library is a non-profit organization whose mission is to promote education, information and recreation for the community. The part-time Children's Programming Assistant is responsible for leading two weekly story times, helping the Director with other library events as needed, and performing basic circulation functions and customer assistance at the main circulation desk.

**Essential Job Functions:**

- Prepare and lead two weekly story times for children under five
- Assist the Director with special monthly children's events – STEM activities, arts & crafts, etc.
- Assist the Director with the annual summer reading and Science in the Summer programs
- Create displays promoting materials and seasonal decoration of the library
- Perform basic circulation functions (check in, check out, renewals, holds)
- Perform opening and closing procedures
- Collect materials from outside book drop and retrieve the mail from mailbox
- Shelve materials, shift and re-arrange shelves, and shelf-reading
- Answer phone and route calls as necessary
- Answer customer questions both by phone and in person
- Collect fines and fees and make change as needed
- Issue and update library cards
- Attend job training sessions when available
- Perform other related duties as negotiated to meet the ongoing needs of the organization
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**Education, Experience and Skills:**

- High School Diploma or General Education Degree (GED)
- Prior library experience helpful, but not necessary.
- Prior work with children preferred
- Flexible, friendly, patient, enthusiastic team player who enjoys working with children
- Knowledge of children's developmental stages
- Ability to lead a group and read aloud
- Basic computer skills - Microsoft Office applications, Email and Internet searching
- Ability to handle financial transactions accurately
- Possess a positive attitude and ability to work well with coworkers and customers
- Ability to use sound judgment and diplomacy
- Detail and deadline oriented
- Physical abilities: handle, lift, or move library materials weighing up to 25 lbs.; and to operate a keyboard; to stand, sit, kneel, walk, stoop, reach repeatedly throughout the work-shift

**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).**

Send cover letter, resume and three professional references to [nniggel@ccls.org](mailto:nniggel@ccls.org)

**Chester Springs Library is an Equal-Opportunity Employer. Position is open until filled.**

**ABOUT CHESTER SPRINGS LIBRARY**

The Chester Springs Library is a cornerstone of the picturesque Village of Historic Yellow Springs, a 140-acre restored landmark that serves as the civic, artistic and cultural nexus of West Pikeland Township in beautiful Chester County. We deliver quality equal opportunity education to students of all ages. As a member of the Chester County Library System, the Chester Springs Library combines the powerful capabilities of the larger system with personalized instruction and enrichment. Users benefit from the vast resources of the larger library system – from powerful online tools to extensive holdings – while enjoying a friendly atmosphere dedicated to advancing the economic, social and personal quality of life in our community.

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