

**ADAMSTOWN AREA LIBRARY
JOB POSTING**

POSITION: Part-Time Youth Services Assistant
Average of 10.0 hours per week including at least one evening per week and at least one Saturday per month

RATE: \$10.00/hour

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assists in the operation of the Circulation Department, as required. Uses library computer system to register and update borrower information, checks materials in and out, collect fines and fees. Answers telephone inquiries.

Provides instruction to children and parents in the use of library materials, and answers reference questions. Performs reader's advisory pertaining to appropriate reading level and reading interest. Assists with use of internet, computer catalog and other equipment as required.

May be responsible for re-shelving returned materials.

Shares responsibility for building supervision, opening and closing procedures.

Assists Youth Services Manager with the supervision of tween and teen volunteers.

Assists in the processing of materials, processing intersystem delivery, and emptying book drops.

Assists in the planning, preparing, and conducting of creative literacy-based youth programs (including babies, toddlers, preschoolers, school age, and teen), including online programs.

Attends outreach events, including those at community schools, daycare facilities, festivals, and parks.

Assists with advertisement of programs and cooperates with community organizations for sponsorships.

Performs other duties as assigned by the Youth Services Manager and Library Director.

QUALIFICATIONS:

High school diploma or equivalency required.

Experience in computer operation required.

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Experience working with children.

Must have excellent customer service skills.

Ability to perform basic arithmetic computations.

Demonstrations a strong knowledge of childhood development.

Considerable initiative in devising new and innovative children's programs.

Ability to deal effectively with parents and teachers. Ability to work well with children.

Ability to successfully pass and maintain the following background checks: (1) Pennsylvania State Police Criminal Background Check, (2) Pennsylvania Child Abuse History Certification.

PHYSICAL REQUIREMENTS:

Ability to lift and carry up to 20 pounds.

Ability to stand for up to 2 hours.

Ability to bend, stoop, squat, reach, and stretch for shelving books and other library procedures.

Ability to perform repetitive actions.

HOW TO APPLY:

Send resume to:

Adamstown Area Library

PO Box 356

Adamstown, PA 19501

Email: creiste@adamstown.lib.pa.us

Adamstown Area Library is an Equal Opportunity Employer.