



Youth Services Library Assistant

Hours Required: 15 to 25 hours per week

Pay Basis: Hourly

Position Summary: The Youth Services Library Assistant is part of a team that ensures a positive experience for children, teens and their caregivers by engaging with patrons and connecting users with good books, promoting library services, and leading library programs. Our main focus is Early Literacy and helping our patrons develop a life-long love of reading. In addition to literacy, we offer a variety of STEM programming.

Supervision:

- Reports to the Executive Director of Pottstown Regional Public Library
- Works under the immediate supervision of the Youth Services Coordinator of Pottstown Regional Public Library

Skills & Qualifications:

- High School Diploma or GED
- Ability to communicate effectively
- Experience working with children and teens
- Knowledge of children's and young adult literature
- Possess a proactive public service philosophy
- Familiarity with MS office products (Word, Excel, Publisher, PowerPoint, Outlook)
- Preferred 2 years' experience in a library setting or 2 years undergraduate education, preferably in library science
- Ability to perform duties in a fast-paced environment
- Ability to interact with and assist the public in a friendly and responsive manner
- Ability to work without direct supervision.
- Ability to display professional conduct and appearance at all times when performing duties.
- Must be comfortable with public speaking and be willing to lead large groups onsite or via video conference
- Must be willing to take on new challenges and responsibilities, and to be open to change and variety within the workplace.
- Must be flexible in work scheduling including evenings and Saturdays

Physical Demands – The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to handle, lift, move, shift library materials weighing up to 75 lbs.
- Ability to maneuver and to wheel books carts weighing up to 125 lbs.
- Must be able to stand for up to 4 hours during a shift
- Must be able to sit on the floor, bend, stoop, squat, kneel, lift, push/pull, and reach above shoulder height repeatedly throughout the day
- Must be able to repetitively perform fine motor manipulations like typing, writing, cutting, etc.
- Occasional travel for offsite events and training may be required.

Essential Duties and Responsibilities

- Customer Service – Provides prompt, attentive, and friendly customer service in person, by phone or electronically. Accepts personal accountability and ownership in providing excellent customer service, meets commitments and is willing to go out of their way to assist patrons.
- Provide direct assistance to youth of all ages and adults in the youth services department. This includes but is not limited to; assisting children and their caregivers in looking up, locating, and selecting books, staying up to date with current reading trends and popular topics, and providing readers' advisory.
- Assist patrons with computer usage and printing of documents.
- Collection Management – Properly shelf materials using the Dewey decimal system numerically with decimal numbers for nonfiction and alphabetically by author and then title for fiction. Maintain the orderly and neat condition of shelves and displays. You may be asked to assist in collection development, weeding, withdrawing, repairing and replacing lost or damaged materials.
- Assist with planning, preparing, promoting, tracking, and presenting youth programs held in the library, virtually and at outreach locations. Including but not limited to: craft classes, book clubs, story times, STEM classes, technology classes and other activities that support literacy and creativity.
- Assists in the development and implementation of the Summer Reading Program.
- Creates displays, bulletin boards and decorate the youth services department.
- Performs daily cleaning and maintenance duties, including, tidying, disinfection and trash removal for the youth services dept.
- Research and learn how to teach and operate new and emerging technology in and for our Maker Space and how it relates to youth services. You may also be asked to maintain and update technology purchased for youth services department.
- Gently explain and enforce library policies and procedures to patrons in a manner that ensures positive customer relations.

Clearances Required: All library positions require the following,

- Report of criminal history from the PA State Police
- Child Abuse History Clearance from the PA Department of Human Services
- Fingerprint based federal criminal history submitted through the FBI.

Please email résumé and application to pottstownlibrary@mclinc.org. Application is available online in a pdf fillable format on our website: pottstownregionalpubliclibrary.org

Disclaimer: The information in this job summary is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. You may be required to perform other duties and responsibilities as assigned.