



500 E. High Street, Pottstown, PA 19464

<b>Job Title:</b>	Library Assistant – Youth Services	<b>Job Category:</b>	Hourly/Non-Exempt
<b>Department/Group:</b>	Youth Services	<b>Hours Per Week</b>	15-20 Hour per week
<b>Location:</b>	PRPL Youth Department	<b>Travel Required:</b>	Rarely
<b>Level/Salary Range:</b>	\$11 - \$12.50 per hour	<b>Position Type:</b>	Part-Time
<b>HR Contact:</b>	Executive Director	<b>Date Posted:</b>	11-21-2022
<b>Will Train Applicant(s):</b>	Will Train Applicant(s)	<b>Posting Expires:</b>	12-20-2022
<b>External Posting URL:</b>	External Posting URL		
<b>Internal Posting URL:</b>	Internal Posting URL		
<b>Applications Accepted By:</b>			
<b>EMAIL:</b> PottstownLibrary@mclinc.org Subject Line: Library Assistant – Youth Services		<b>MAIL:</b> Mindy Lee M. Lipsky Pottstown Regional Public Library 500 E. High St. Pottstown, PA 19464	
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p><b>POSITION SUMMARY:</b> Serving our community is the heart of our library. This position is part of a team which provides prompt and friendly service to customers of all ages in the youth services department, assisting them with a variety of tasks relating to their use of library services. In this fast-paced environment, you will be required to help the team maintain the cleanliness of the library and assist with all library services. Your main duties include ensuring a positive experience for children, teens, and their caregivers by engaging with patrons and connecting users with good books, promoting library services, and assisting with 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. Schedule includes morning and/or evenings and minimum of 2 Saturday shifts per month.</p> <p><b>SUPERVISION:</b></p> <ul style="list-style-type: none"> <li>• Reports to the Executive Director of Pottstown Regional Public Library</li> <li>• Works under the immediate supervision of the Youth Services Coordinator of Pottstown Regional Public Library</li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Preferred 2 years’ experience in a library setting or 2 years undergraduate education, preferably in library science</li> <li>• Associates Degree minimum preferred. High School Diploma or GED will be considered</li> <li>• Possess a proactive public service philosophy and passion for our community</li> </ul>			

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- Ability to communicate effectively
- 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 learn and use the computerized circulation system – Polaris experience preferred
- Must always display professional conduct and appearance when performing duties.
- Must be willing to take on new challenges and responsibilities, and to be open to change and variety within the workplace.
- Ability to maintain reliable attendance and regular schedule.
- Must be flexible in work scheduling including mornings, evenings, and Saturdays
- Familiarity with MS office products (Word, Excel, Publisher, PowerPoint, Outlook)

#### **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.
- Gently explain and enforce library policies and procedures to patrons in a manner that ensures positive customer relations.
- Able to use a Square™ Cash Register System correctly and efficiently
- 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.
- Answers telephone for the youth department
- Checks in and inspect library books and materials, following damaged material protocols
- 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.
- Answers directional and procedural questions



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- Performs **daily** cleaning and maintenance duties, including, tidying, disinfection, and trash removal for the youth dept.
- Participates in promoting Library Fundraising events to patrons
- Attends a minimum of 2 community events per year
- Performs other recurring tasks as assigned by Youth Services Coordinator or Executive Director

**PREFERRED SKILLS**

**PHYSICAL DEMANDS** – The physical demands described here are representative of those that must be met by an employee to successfully preform 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 repetitively perform fine motor manipulations like typing, writing, cutting, etc.

**ADDITIONAL NOTES**

**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.

You are required to have a copy of clearances for your personnel file. You will not be reimbursed for the out-of-pocket cost of these clearances.

Last Updated By:	M Lipsky	Date/Time:	11-21-2022
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**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.