



500 E. High Street, Pottstown, PA 19464

Job Title:	Program Leader - Library Assistant – Youth Services	Job Category:	Hourly/Non-Exempt
Department/Group:	Youth Services	Hours Per Week	25 Hour per week (max 29 hrs.)
Location:	PRPL Youth Services	Travel Required:	Rarely
Level/Salary Range:	\$12 - \$15 per hour	Position Type:	Part-Time
HR Contact:	Executive Director	Date Posted:	
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	
External Posting URL:	External Posting URL		
Internal Posting URL:	Internal Posting URL		

Applications Accepted By:

EMAIL:

PottstownLibrary@mclinc.org
 Subject Line: Library Assistant – Youth Services Application

MAIL:

Mindy Lee M. Lipsky
 Pottstown Regional Public Library
 500 E. High St.
 Pottstown, PA 19464

Job Description

ROLE AND RESPONSIBILITIES

POSITION SUMMARY:

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 Dept, assisting them with a variety of tasks relating to their use of library services. You will help ensure 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. YSD Program Lead creates, supports, and manages engaging creative, entertaining, and educational programs for children, youth and teens. You will be required to create, plan, execute, and report on youth programs for ages 0 to 17. 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. In this fast-paced environment, you will be required to help the team maintain the cleanliness of the library, assist with all library services, as well as handle the constant flow of items returned to the library. Tasks include but are not limited to providing reader advisory, reference assistance, basic computer assistance, assisting customers with registering for library cards, answering questions about library accounts, and solving problems for library customers in a friendly and efficient manner. Schedule includes morning and/or evenings and minimum of 2 Saturday shifts per month.

SUPERVISION:

- Works under the immediate supervision of the Head Librarian of Youth Services and the Youth Program Coordinator of Pottstown Regional Public Library

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Preferred 2 years' experience in a library setting or 2 years undergraduate education, preferably in library science
- Associates Degree minimum preferred. High School Diploma or GED will be considered
- Possess a proactive public service philosophy and passion for our community
- Ability to communicate effectively, especially with Children and Parents/Caregivers
- 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

- Create, implement, and manage a schedule of regular creative, entertaining, and educational programs for children, youth, and teens as well as special events that engage the community and encourage library use.
- Functions as "conciierge" for invited speakers, teachers, trainers, etc.
- Supports current programs such as StoryTimes, MakerSpace, etc.
- Coordinate with colleagues on the management of event calendars and program announcements
- Regularly train the public on the use of library services by creating digital literacy programs, flyers, and, when appropriate, creating web-based videos.
- Create displays in the library to support programs and events.
- Represents the library at outreach events and community festivals
- Maintain and grow knowledge of new technology to keep on pace with emerging trends.
- Assist with attendance tracking.
- 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

500 E. High Street, Pottstown, PA 19464

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 services department.
- Inspects library books and materials, following damaged material protocols
- Promotes library programs with patrons
- Answers directional and procedural questions
- Assist patrons with computer usage and printing of documents.
- Performs **daily** cleaning and maintenance duties, including, tidying, disinfection, and trash removal for the main circulation dept.
- Participates in promoting Library Fundraising events to patrons
- Attends a minimum of 4 community events per year
- Performs other recurring tasks as assigned by Youth Services Program Coordinator or Head Librarian of Youth Services

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.
- Mandated Reporter Training

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:	7-31-2023
------------------	----------	------------	-----------

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.