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is an Equal Opportunity Employer
and Complies with the
American with Disabilities Act (ADA)**

CHESTER COUNTY LIBRARY
& DISTRICT CENTER
AND HENRIETTA HANKIN BRANCH



Requisition# 01772
Title PT Library Assistant – Youth Services
Department Chester County Library
Location 450 Exton Square Parkway, Exton, PA

The Chester County Library, Exton, PA has a Part Time opening for a Library Assistant. This part-time position is responsible for assisting patrons in the Youth Services Department, for helping keep the children's and young adult areas attractive and orderly (including shelving), for planning and presenting developmentally-appropriate, standards-based story programs for toddlers and preschoolers, and assisting, as needed, with programs for children of all ages.

This position requires desire and ability to work with the public, especially children and teens; a high energy level; the ability to learn use of automated computer system; some familiarity with children's materials; accuracy; and good organizational and oral communication skills.

This position is primarily scheduled for evening and weekend hours.

This position requires the following physical abilities: to handle, lift, move, shift library materials weighing up to 25 lbs; to wheel book-carts weighing up to 125 lbs; to operate a keyboard; to stand, sit, kneel, walk, stoop, reach repeatedly throughout the workday.

Library experience and experience with children a plus.

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).

Position Type: Part-Time / Non-Exempt

Salary Information: \$16.05 per hour

Shift: Hours vary including nights and weekends.

Weekly Hours: 15

Deadline: Applications will be accepted until position is filled.

Original posting date: 11/18/22

To apply, contact County of Chester Human Resources:
Apply online at www.chesco.org; Job Inquiries: 610-344-6698