



A member of the Chester County Library System



## PROGRAMMING / CIRCULATION ASSISTANT

**Employer** : Chester Springs Library  
1709 Art School Road, Chester Springs, PA 19425  
[www.chesterspringslibrary.org](http://www.chesterspringslibrary.org)

**Hours** : Part-time, 16 hours per week. Wednesday and Friday - 10AM to 6PM  
Occasional Saturdays as required

**Wages** : \$15.00/hour  
PTO after first 90 days

### Position Overview

Chester Springs Library is looking for a part-time Programming / Circulation Assistant. Work with the library director and programming librarian to develop, market and facilitate library programs and services. Participate in the library's community engagement efforts. Help with Circulation Desk duties as needed.

Programming duties include:

- Lead one early literacy story time for children and families each week
- Help create and lead workshops, classes, and events for children and adults
- Help organizing and facilitate Summer Reading program
- Write brief program descriptions for library's electronic calendar
- Participate in community engagement activities

Circulation Desk duties include:

- Opening and closing procedures
- Check-ins, check-outs and placing holds
- Create new library cards
- Perform general customer service and readers' advisory
- Shelving, straightening, creating book displays

Skills & Experience preferred:

- Customer service skills
- Computer use skills and experience
- Internet and email proficiency
- Capable of using Microsoft Office programs
- Experience in planning and facilitating programs
- Ability and desire to work with the public
- Basic knowledge of child development and child safety

Physical Requirements:

- Must be able to lift, push, and move objects that may weigh up to 30 pounds
- Required to stoop, crouch, reach, sit, kneel, etc.

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## **ABOUT CHESTER SPRINGS LIBRARY**

Chester Springs Library is one of the smallest members of the Chester County Library System. It is located in the Village of Historic Yellow Springs, West Pikeland Township. The library's mission is to serve library users by making available a variety of materials, resources, and programs that promote education, lifelong learning, and recreation; both virtually and in person. Chester Springs' friendly and quaint atmosphere gives people opportunities for personal growth, family fun, and trying new things, while strengthening community connections.

**Library positions require the following criminal background and child abuse clearances before employment begins: 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).**

Send cover letter, resume and three professional references to [nniggel@ccls.org](mailto:nniggel@ccls.org)

**Chester Springs Library is an Equal-Opportunity Employer. Position is open until filled.**