



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

**CHESTER COUNTY LIBRARY  
& DISTRICT CENTER  
AND HENRIETTA HANKIN BRANCH**



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**Requisition# 02117**  
**Title PT Library Assistant – Youth Services**  
**Department Chester County Library**  
**Location 450 Exton Square Parkway, Exton, PA**

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This part-time position is responsible for assisting patrons in the Youth Services Department (providing reference and readers' advisory assistance at both the children's and teen desks), 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 afternoon, 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:** Varies including nights and weekends.

**Weekly Hours:** 10

**Deadline:** Applications will be accepted until position is filled.

**Original posting date:** 4/24/23

**To apply, contact County of Chester Human Resources:**  
Apply online at [www.chesco.org](http://www.chesco.org); Job Inquiries: 610-344-6698