Job Posting: Library Assistant (part-time)
Department: Youth Services

Avon Grove Library has an opening for a part-time Library Assistant (20-25 hours per week) who will be responsible for conducting assigned storytimes and other youth-related activities, work with the Youth Services team to plan, develop and carry out events for children and teens, giving excellent customer service, following library and system policies and maintaining the public service image of the library.

Position Type: Part-time / Non-exempt
Salary: $12.00 per hour
Hours: Some weekdays; occasional evenings and/or Saturdays

Responsibilities: Develop and carry out age-appropriate programs for children birth through high school age and their caregivers. This may include but is not limited to weekly Storytimes, themed programs such as STEM events, craft sessions, and Summer Reading Program. Set up and cleanup for these related events. Assist the department with scheduled functions such as community events. Visit schools, daycares and other youth-centered places to conduct outreach activities on a regular basis, as assigned.

Requirements: Excellent verbal communication skills, a friendly and patient manner with children, genuine enjoyment of people young and old, flexibility, commitment to public service, and the ability to handle stressful situations. Must be able to work with other staff members as a team. Perform essential functions of the job with minimum supervision. Candidate will require basic PC proficiency including email skills. Previous experience with children experience is preferred. Physical abilities: should be able to lift and carry up to 15 pounds, as well as stand, sit, walk, stoop, and reach within a confined area. Candidate must have reliable transportation.

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 PA Department of Human Services (Child Abuse)
- Fingerprint based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI)

Applications will be accepted until the position is filled. To apply send a resume, cover letter, and three references to David Payne, Library Director (dpayne@ccls.org) or at Avon Grove Library, 117 Rosehill Avenue, West Grove, PA 19390.

Avon Grove Library is a member of the Chester County Library System and an Equal Opportunity Employer.