The Chester County Library, Exton, PA has an opening for a part-time Library Assistant in the Youth Services Department. This part-time position is responsible for assisting children and teens and their families in a high-volume, fast-paced District Center Library. The staff member assuming this position is responsible for planning and presenting developmentally appropriate, standards-based literacy programs for preschoolers and providing reference and readers' advisory for children and their families. The Library Assistant is also responsible for keeping the children's and young adult areas attractive and orderly (including shelving), and assisting, as needed, with programs for children of all ages.

This position requires a high school diploma, with a BS in early childhood education, elementary education, or children's literature preferred. Candidates have knowledge of and enthusiasm for children's and young adult literature, knowledge of child development, and experience planning and presenting programs. This position requires excellent oral and written communication skills, enthusiasm, flexibility, energy, and a genuine enjoyment of work with library customers of all ages, especially children. Library experience and experience working directly with children is preferred.

This position may include daytime, evening, and a rotating weekend schedule.

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

Salary Information
$16.37 per hour

Shift
Hours vary including nights and weekends

Weekly Hours
15

Deadline
Applications will be accepted until position is filled.

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