CHILDREN’S PROGRAMMING ASSOCIATE

Employer : Chester Springs Library
1709 Art School Road, Chester Springs, PA 19425
www.chesterspringslibrary.org

Hours : Full-time 37.5 hour per week. Monday thru Friday - 10AM to 6PM
Occasional Saturday or Outreach as required

Wages : $16.00/hour

Position Overview

Chester Springs Library is looking for a Children’s Programming Associate whose primary responsibility will be programming and outreach; with circulation duties as needed.

Under the supervision of the Library Director, the Children’s Programming Associate will develop, market and facilitate library programs and services for children, teens and families; including but not limited to:

Programming
- Delivering 2 early literacy story times for children and families each week
- Planning and facilitating workshops, classes, and STEM events
- Coordinating hired performers
- Organizing the Summer Reading program
- Partnering with local community groups, schools, homeschool organizations, etc.
- Data entry of event information for the library’s electronic calendar
- Keeping monthly statistics of program attendance
- Marketing programs and events
- Creating book displays and bulletin boards
- Managing the children’s supplies, storage, and program space

Circulation
- Opening and closing procedures
- Check-ins, check-outs, and placing holds
- Creating library cards
- Readers advisory and answering general reference questions
- General customer service
• Shelving, straightening, and shifting of books

All qualified candidates will be interviewed, and preference given to those with:

• College degree
• Experience in planning and facilitating children’s programs
• Ability and desire to work with the public
• Capable of using Microsoft Office programs
• Proficient in Internet and email use
• Knowledge of web design or website maintenance
• Familiarity with child development and child safety
• Willingness to attend job trainings as required

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.
• Manage a group of active children

ABOUT CHESTER SPRINGS LIBRARY
Chester Springs Library is in the village of Historic Yellow Springs, West Pikeland Township. It is one of the smallest libraries in the Chester County Library System. As a member library, Chester Springs Library offers all the resources of the larger library system while maintaining a cozy friendly atmosphere.

The library’s mission is to serve the residents of the area by making readily available a variety of materials, resources, and programs to promote education, learning, and recreation both virtually and in person.

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)
• Fingerprint based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI)

Send cover letter and resume to cslibraryjobs@gmail.com

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