



JOB DESCRIPTION

POSITION INFORMATION

Title:	Library Assistant	Supervisor:	Library Director
Location:	Salem Square	Classification:	Part-Time/Non-Exempt
Department:	Salem Square – Children's	Hours:	16 hours per week
Schedule:	Mon - Thu 2:00 pm – 6:00 pm (Subject to change)		

GENERAL DESCRIPTION

The Library Assistant will provide assistance to a diverse population of patrons in using library resources. The Library Assistant will also assist in the day-to-day functions of Salem Square, particularly providing enrichment programs for students in the afterschool program. These programs will support reading and language skills and provide STEAM activities. The assistant will also check materials in/out, shelf books, create/update patron records, perform opening/closing duties etc.

EDUCATION & EXPERIENCE REQUIREMENTS

- Candidate must have a high school degree or equivalent.
- Candidate must have experience working with school age children.
- Candidate must be computer proficient.
- Candidate must be able to research new topics and share acquired knowledge
- Bilingual (Spanish & English) preferred.
- Experience providing customer service in an urban public library setting is preferred.
- PA Child Abuse Clearance, PA Criminal History Clearance, FBI fingerprint-based Criminal History Clearance, and Mandated Reporter Training Certificate are required.

GENERAL REQUIREMENTS

Candidate must enjoy being a team player and providing excellent customer service to a population of all ages. This position requires someone who has strong communication skills and who is truly enthusiastic about helping children. It is important that the candidate be dependable, a self-starter and feel comfortable working with children.

PHYSICAL REQUIREMENTS

- Must be able to lift up to 30 pounds from ground level to waist level and be able to bend, squat, sit on the floor and kneel occasionally throughout work shift.
- Must be able to reach, lift, and stretch throughout the work day.
- Must be able to stand and/or walk up to four hours at a time.
- Must be able to sit for up to four hours at a time

DUTIES AND RESPONSIBILITIES

- Implements daily afterschool programs, events, and activities for Salem Square students.
- Seeks input from Martin and YCL programming staff.
- Prepares lesson plans in advance and secures needed materials to support the learning activities.
- Utilizes STEM and STEAM activities to enrich the student's access to these topics.
- Engages the students with computer and electronic device activities.
- Tracks student progress and prepares follow up reports.
- Informs patrons of Library policies/rules and enforces these.
- Assists in the organization and merchandising of the children's collections and displays.
- Creates and updates patron records in the Library Information System.
- Performs duties related to checking in and checking out library materials.
- Assists patrons with locating library materials by using the Library Information System.

- Performs opening and closing duties. These duties also include light cleaning.
- Troubleshoots and reports hardware, software, and printer issues as necessary.
- Make recommendations for improvement of customer service.
- Other duties and special projects as assigned.

ADDITIONAL INFORMATION

Required Clearances:

If offered the position, the offer will be contingent upon the candidate completing and submitting the following documentation prior to the start date. All clearances must be dated within one year of the start date and must be completed for the purpose of Employment.

Volunteer clearances will not be accepted.

- Pennsylvania Child Abuse Clearance
 - <https://www.compass.state.pa.us/CWIS/Public/Home>
- Pennsylvania Criminal History Record
 - <https://epatch.state.pa.us/>
- Federal Criminal History Record
 - https://www.pa.cogentid.com/index_dpwNew.htm
- Mandated Reporter Training Certificate
 - <https://www.reportabusepa.pitt.edu>

York County Library System supports workplace diversity and is proud to be an Equal Opportunity Employer.

If this position matches your interests and qualifications, please visit www.yorklibraries.org/apply to complete an employment application.
