



North Pocono Public Library
1315 Church Street
Moscow, PA 18444
570-842-4700

<http://lclshome.org/b/north-pocono-public-library/>

Position: Part Time Youth Services Assistant

Reports to: Head of Children & Youth Services

Position Summary:

The Youth Services Assistant helps out with programs for children and teens; provides outreach services for children and teens; assists with the children's and young adult collection; and performs circulation and customer service tasks.

Essential Responsibilities:

- Assists with the planning, promotion, and execution of story times, programs, and events for individuals ages 0-17.
- Identifies and develops initiatives for teen programming and events.
- Designs attractive and educational displays for children and teens.
- Provides outreach to preschools and other youth-oriented agencies and organizations.
- Assists in collection development and maintenance, including shelving, shelf-reading, weeding, and discards.
- Helps create and distribute promotional materials, including calendars, flyers, and signs.
- Provides Reference and Readers' Advisory for children, teens, and families, as well as computer assistance and troubleshooting.
- Participates in state and Lackawanna County Library System events and trainings.
- Stays current on Youth Services trends, issues, and events.
- Monitors activities in the Children's and Young Adult areas and addresses any problems.
- Serves the community through customer service and circulation tasks at the front desk.
- Performs other and/or special duties as assigned.

Knowledge, Skills, and Abilities:

- Professional experience working with children and teens in a library or school setting.
- Demonstrates a working knowledge of library principles and practices.
- Enthusiastic about serving the library's community, specifically children, teens, and families.
- Works in a pleasant and effective manner with patrons, co-workers, and volunteers.
- Understands computers, automated library systems, the Internet, Microsoft Office, and a variety of mobile devices.
- Works independently and takes initiative to successfully complete duties.
- Communicates clearly and concisely both orally and in writing.

Qualifications:

- Must possess high school diploma or equivalent.
- A valid driver's license and access to a vehicle.
- Willingness to adapt schedule to attend special events, programs, and/or trainings occurring outside of the Library's regular operating hours.
- Must be able to stand for extended periods of time, kneel, and lift up to 25 lbs.

Preferred Qualifications:

- Bachelor's degree.
- 1 or more years' experience working in a library.
- Familiarity with digital devices and websites.

Schedule, Rate, and Benefits:

- 15-30 hours/week, depending on the needs of the Library. Includes nights & Saturdays. Hours will vary based on seasonal demands and will be higher during the summer. Must be flexible. Starts at \$12.38/hour.

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.education.pa.gov/Educators/Clearances/Pages/default.aspx>
- **Mandated Reporter Training Certificate**
<https://www.reportabusepa.pitt.edu>

Interested applicants may send a cover letter and resume to the Library Director at jyeager@albright.org.