



North Pocono Public Library
1315 Church Street
Moscow, PA 18444
570-842-4700
<http://lclshome.org/north>

Position: Part Time Library Clerk | Youth Services Assistant

Essential Responsibilities:

- Assists the Head of Children & Youth Services with the planning, promotion, and execution of story times, programs, displays, and events for individuals ages 0-17.
- Stays current with young adult trends, and identifies and develops initiatives for teen programming.
- Helps create and distribute promotional materials, including calendars, flyers, and signs.
- Establishes and maintains a high customer service performance standard.
- Performs full range of circulation desk duties including, but not limited to, issuing library cards; checking materials in and out; renewing materials; reserving books; preserving patron privacy; ordering interlibrary loan items; collecting fines; shelving books; shelf reading; answering the phone; providing copying, printing, faxing, and scanning services; and other desk duties as assigned.
- Advises patrons about library materials and computers, and oversees appropriate use of the facility.
- Responds to requests for information from patrons in the library, through email, and by phone, or refers inquiries to the Assistant to the Director.
- Addresses computer issues and communicates with IT department to resolve technical problems.
- Keeps shelves properly organized, assists in managing the library collection by culling outdated, unused and damaged items, and recommends purchases to the Library Director based on readers' interests and requests.
- Has knowledge of upcoming adult and children's programs, book sales, and other events.
- Schedules use of the Study Room.
- Takes Community Room scheduling requests and gives them to the Assistant to the Director.
- Executes opening and closing procedures of the library.
- Performs other and/or special duties as assigned, including, but not limited to, Community Room set-up and clean-up; assembling outreach collections; and promoting outreach initiatives.

Knowledge, Skills, and Abilities:

- Demonstrates a working knowledge of library principles and practices.
- Enthusiastic about serving the library's community.
- Works in a pleasant and effective manner with supervisors, 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.

Physical Demands and Work Environment:

- Physical ability to stand or sit for several hours.
- Lift up to 25lbs, reach, bend, kneel, crouch, and push carts loaded with books.
- Ability to listen and clearly communicate in person and on the telephone.

Qualifications:

- Must possess high school diploma or equivalent.
- A valid driver's license.

Preferred Qualifications:

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

Schedule & Rate:

- 10-15 hours/week: days, nights, and Saturdays. Flexibility a must. Starting rate: \$12.75/hour.
***Schedule subject to change based on the needs of the library.**

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** (link and other information provided upon hire)

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