Youth Services Programming Assistant

Summary of Job: Provides excellent library services to the youth of the community in accordance with the mission of the library. Delivers programming for all ages (especially birth - elementary); provides readers’ advisory and reference services for children and teens, builds relationships with library users; and encourages literacy and a love of learning for all ages.

Reports to: Head of Youth Services

Essential Duties and Tasks:
- Plan and deliver weekly story times/activities for infants through preschool.
- Plan and deliver other age-appropriate programs for children throughout the year.
- Assist in implementation of other programs with Youth Services team.
- Provide ongoing customer assistance in Youth Services, including offering book suggestions and assisting at the youth circulation desk.
- Create and maintain ongoing thematic displays of materials.

Preferred Skills, Knowledge and Experience:
- At least one year of experience working with youth in a school or public library.
- Experience implementing programs for youth.
- Knowledge of online and internet reference skills.
- Proficient with PCs and Microsoft Office applications.
- Knowledge of Innovative Interfaces online catalog.

Physical Requirements:
- Lift and move furniture.
- Sit on the floor or remain standing for extended periods of time.
- Ability to move full book carts

Hours: 18 hours per week, mostly mornings. Schedule will vary based on programming, but may include some evening and weekend hours. Pay: $18/hour.

Easttown Library & Information Center is an Equal Opportunity Employer and complies with the Americans with Disabilities Act (ADA). All library positions require both criminal background, PA Child Abuse History Clearance and an FBI fingerprint based federal criminal history background check.

Applications, including a cover letter and resume, should be sent via email to Head of Youth Services Amy Abella at aabella@ccls.org. Respond by 08/02/2019.