



720 FIRST AVENUE, BERWYN, PA 19312  
[www.easttownlibrary.org](http://www.easttownlibrary.org)

**Job Title:** Adult Services Librarian—Programming (Part-Time)

**Summary of Position:** Easttown Library seeks an energetic and innovative person to join our adult services/reference team in providing excellent patron-facing services and creating engaging adult audience programming. The Adult Services Librarian assists in performing all necessary tasks to ensure that Easttown Library customers receive excellent service. This position is in charge of the library during some evening and weekend shifts.

#### **Essential Duties and Responsibilities**

- Initiates, plans, and hosts a variety of programs and activities for adults including educational lectures, crafting programs, performances, and other special events.
- Promotes programs through flyers, posters, calendars of events, social media, and newsletters.
- Provides reference services to the public, including answering reference questions, reader's advisory, and technology assistance.
- During evening and weekend shifts, this position serves as the Person in Charge and as such is responsible for opening and/or closing the library, addressing any issues that arise during the shift, and supervising staff.
- Assists with Circulation Department duties when needed.
- Provides basic troubleshooting of equipment such as computers, mobile devices, printers, copy machines, and scanners. Assists library users with the internet, email, MS Office Suite, and other software.

#### **Qualifications**

- Supervisory experience preferred
- Experience working in libraries and with library reference materials, including print and electronic resources
- Excellent computer skills; experience with MS Office Products
- Strong verbal and written communication skills, including the ability to speak in front of an audience
- Ability to work independently
- MLIS degree from an ALA-accredited library school/currently enrolled in an MLIS program preferred, or equivalent library employment experience

#### **Physical Requirements**

- Ability to operate computer equipment and keyboards with ease
- Handle packages weighing up to 25 lbs.
- Ability to bend and move freely among stacks
- Must be able to wheel a full cart of books
- Reasonable accommodation will be made to enable qualified candidates

**Additional requirements:**

The successful candidate will be required to complete and submit the following documentation within 90 days of their start date. All clearances must be dated within one year of the start date and must be completed for 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.identogo.com/locations/pennsylvania>)

**Job Hours:** Approximately 20 hours per week. Must be available to work two evenings per week, and three Sundays per month. Additional hours, including weekends and evenings, are required to host occasional programs.

**Starting Wage:** \$18.50/hour. Paid time off after 6 months of employment.

**Contact:**        **Please send a cover letter and resume via e-mail to:**  
Audrey Young, Assistant Director/Head of Reference  
Easttown Library  
720 First Avenue  
Berwyn, PA 19312  
610-644-0138  
[ayoung@ccls.org](mailto:ayoung@ccls.org)

*Easttown Library supports workplace diversity and is proud to be an Equal Opportunity Employer.*