



JOB ANNOUNCEMENT

POSITION INFORMATION

Title:	Salem Square Coordinator	Supervisor:	Library Director
Location:	Salem Square	Classification:	Part-Time/Non-Exempt
Department:	Salem Square	Hours:	20-24 hours/week
Schedule:	Mon & Tue 2:00pm – 6:00pm; Wed & Thu 12:00am – 6:00pm, Possible Wed & Thu 10am-12pm		

GENERAL DESCRIPTION

The Salem Square Coordinator is responsible for overseeing the day-to-day operations of Salem Square.

EDUCATION & EXPERIENCE REQUIREMENTS

- Candidate must have a Bachelor's degree from an accredited university.
- Experience providing customer service in an urban public library is preferred.
- Bilingual (Spanish & English) preferred
- Candidate must have current Child Abuse clearance; PA Criminal History; FBI fingerprint based record check; and Mandated Reporter Training certificate.

GENERAL REQUIREMENTS

Candidate must enjoy being a team player and providing excellent customer service to a diverse population. This position requires someone who has excellent communication skills and who is truly enthusiastic about helping others. The candidate must have the ability to effectively coordinate volunteers and staff members. It is important that the candidate be a dependable self-starter. Strong computer skills and the ability to multi-task are necessary.

PHYSICAL REQUIREMENTS

- Must be able to lift up to 30 pounds from ground level to waist level and be able to bend, squat, and kneel occasionally throughout work shift.
- Must be able to push/pull carts weighing up to 120 pounds.
- 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

- Plans the weekly workflow of Salem Square and coordinates the day-to-day operations of the department, serving as the Lead Staff Member.
- Prepares the weekly staff schedule including desk coverage and provides oversight for programming.
- Develop and publicize programming, events, and activities for Salem Square with input from Martin Library Director.
- Communicates and enforces library policies to staff, patrons, and volunteers.
- Performs customer service tasks at desks as needed, including using the Integrated Library System.
- Attends Coordinator and training meetings and disseminates pertinent information to staff.
- Tracks statistics need for reports.
- Responsible for maintaining an attractive and organized work area, including staff areas, public areas, bathroom and shelves.
- Communicates with collection development staff regarding needs.
- Works with staff and director to identify opportunities for improving services and meeting the changing needs of patrons.
- Assists with training of staff and volunteers.
- Perform basic janitorial duties.
- 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>
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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.
