

JOB ANNOUNCEMENT

POSITION INFORMATION

Title: Youth Services Summer Program Assistant
Location: Dillsburg Area Public Library
Schedule: Mondays from 10:30am-2:30pm. Other times as needed.
Position runs from mid-May to mid-August (13 weeks) and requires a flexible schedule.

Supervisor: Library Director
Classification: Part-Time, 10-12 Hrs/Wk

GENERAL DESCRIPTION

The Youth Services Summer Assistant works with the the Youth Services Coordinator to ensure the effective and efficient operation of Summer Quest Program. Tasks are performed in accordance with Dillsburg Area Public Library and York County Libraries policies and procedures.

EDUCATION & EXPERIENCE REQUIREMENTS

- Candidate must have a high school diploma. Post-secondary credits in education or related field are desired.
- Prior experience working with children and teens in a formal setting or prior experience working in a library setting are desired
- 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 wide range of library patrons. This position requires someone who has excellent communication skills and who is truly enthusiastic about helping others, especially children and teens. It is important that the candidate be dependable and be able to multi-task.

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 (4) hours at a time.

DUTIES AND RESPONSIBILITIES

- Assists Youth Services Coordinator in all aspects of youth and teen summer library programs
- Prepares and monitors Monday maker-space program for children
- Assists in preparation of craft and other program materials for events as needed
- Assists during summer special events, including registering and logging patron information with computer program for various summer programs
- Performs additional duties, as assigned by Library Director or Youth Service Coordinator

ADDITIONAL INFORMATION

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 submit a letter of interest, resume, two references to kgreenawalt@yorklibraries.org. Direct all questions to same. Position open until filled.