



JOB ANNOUNCEMENT

POSITION INFORMATION

Title:	Library Assistant	Supervisor:	Teen Services Manager
Location:	Martin Library	Classification:	Part-Time/Non-Exempt
Department:	ML Teen Services	Hours:	21 – 24 hours per week
Schedule:	Tue / Thu 2 -7 PM; Saturdays 12:30-5:00; Sun 12:30 – 5:00; Occasional Thu 10:30 AM - 7 PM		

GENERAL DESCRIPTION

Under the supervision of the Manager of Teen Services, the Library Assistant will provide assistance to a diverse population of members in using library resources. The Library Assistant will primarily be involved in the day-to-day functions of the Teen Forum, greeting members in the Teen Forum; assisting students in use of library resources as well as implementing STEM learning experiences that foster creativity, innovation and self-expression.

EDUCATION & EXPERIENCE REQUIREMENTS

- Candidate must have a high school degree or equivalent.
- Experience providing customer service in an urban public library is preferred.
- Experience working with children/teens is preferred.
- Candidate must have current Child Abuse clearance; PA Criminal History; FBI fingerprint-based record check; and Mandated Reporter Training certificate

GENERAL REQUIREMENTS

This position requires someone with excellent communication skills and the ability to interact with a diverse Teen population. The Teen Library Assistant must be enthusiastic; flexible; and have the ability to work constructively with a team.

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.
- Must be able to sit for up to four (4) hours at a time.

DUTIES AND RESPONSIBILITIES

- Assists the Teen Services Manager and Teen Leadership Committee with the planning and implementation of services for teens.
- Works with team members to create a caring, courteous, and respectful environment.
- Monitors the use of the Teen Forum Computer Lab and Lounge areas.
- Understands the philosophy of service provided to teens at Martin Library and York County Libraries.
- Understands library policies and behavior guidelines and equitably enforces them.
- Performs duties related to the Integrated Library System (ILS) including checking in and checking out library materials, creating new member records, creating and responding to messages on member accounts and conducting catalog searches.
- Shelves and library materials and helps locate materials within Martin Library or York County Libraries.
- Assists teens in the use of library resources, both physical and digital,
- Ensures that the appearance of the desk areas, storage areas and shelving units are neat, clean, and organized.
- Assists the Teen Services Manager in generating and implementing enhancements to customer service to teens.
- Works on special projects or list of continuous tasks during work shifts.
- Performs additional duties and special projects, as directed by management.

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>

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.
