



JOB DESCRIPTION

POSITION INFORMATION

Title:	Library Assistant	Supervisor:	Teen Services Manager
Location:	Martin Library	Classification:	Part-Time/Non-Exempt
Department:	ML Teen Services	Hours:	11.5 hours per week during school year
Schedule:	Tuesdays and Thursdays 3:30-7:00; Saturdays 12:30-5:00. Additional hours during summer and holidays		

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 greeting members, checking in/out materials, shelving books, opening/closing duties, creating customer records, etc.

EDUCATION & EXPERIENCE REQUIREMENTS

- Candidate must be a High School student in good standing.
- Experience providing customer service is preferred.

GENERAL REQUIREMENTS

This position requires someone with excellent communication skills and the ability to interact with a diverse population, especially teens. The Teen Library Assistant must be enthusiastic, flexible, and have the ability to work constructively with a team. The Teen Library Assistant must be comfortable using computers; learning new software; performing computer based research; and troubleshooting computer hardware and software issues.

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

- Works with team members to create a caring, courteous, and respectful environment.
- Understands the Library Services model as it governs operation in the Teen Forum.
- Performs duties related to checking in and checking out library materials using the ILS.
- Creates new member records.
- Performs opening and closing procedures, including required cleaning.
- Ensures that the appearance of the desk area, the shelving units and the sitting areas are neat, clean and organized. This includes reading shelves and re-shelving out of order materials.
- Assists members with locating library materials, searching library catalog and assists members using the Teen Computer Lab.
- Informs members of library rules and policies with the support of lead staff member.
- Assists with shelving, organization, and merchandising of collections, including the Archive area.
- Assists with program preparation, including set up of area, preparing materials, and other work as necessary.
- Works on special projects or list of continuous tasks when there is down time.
- Performs additional duties and special projects, as directed by management

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 <https://www.yorklibraries.org/about-us/careers/apply/> to complete an employment application.
