



JOB ANNOUNCEMENT

POSITION INFORMATION

Title: Library Assistant

Supervisor: Teen Services Manager

Location: Martin Library

Classification: Part-Time/Non-Exempt

Department: ML Teen Services

Hours: 24 hours per week

Schedule: **Alternating Weeks:** 1,3,5 Saturday 9:30-1:30, Mon- Thurs 1-6 **Weeks 2,4** Monday-Thursday 12-6

COVID-19 vaccination is required. At York County Libraries, the health and safety of our employees are important to us. Therefore, new hires must be fully vaccinated against COVID-19 by date of hire. Individuals requiring a medical or religious accommodation may contact Human Resources.

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 the use of library technology and related resources. Implement STEAM learning experiences that foster creativity, innovation and self-expression.

EDUCATION & EXPERIENCE REQUIREMENTS

- Candidate must have a high school diploma 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 Program Coordinator 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 computer lab, lounge area and studios.
- Assists with program preparation, including set up and cleanup of Creative and Solver Spaces, prepares materials as requested by programming staff.
- Assist members in utilizing library technology resources, both physical and digital, to meet their information needs.
- Informs members and library users of library rules and policies with the support of lead staff member.
- Completes Incident Reports in a timely manner.
- Uses the Integrated Library System (ILS) to check materials in and out, create and update member records, responds to messages and conduct catalog searches.
- Performs opening and closing procedures, including light cleaning, shelving, and organizing materials in the Teen Forum.
- Assists with programs and monitoring of the Discord Server.
- 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.identogo.com/locations/pennsylvania>
 - Mandated Reporter Training Certificate
 - <https://www.reportabusepa.pitt.edu>
-

York County Libraries supports workplace diversity and is proud to be an Equal Opportunity Employer.

If this position matches your interests and qualifications, please visit jobs.yorklibraries.org to complete an employment application.

