



117 Rosehill Avenue, West Grove, PA 19390 • 610-869-2004 • fax 610-869-2957 • www.avongrovelibrary.org

Job Posting: Library Assistant (part-time)
Department: Youth Services

Avon Grove Library has an opening for a part-time Library Assistant (10-15 hours per week) who will be responsible for conducting assigned storytimes and other children's activities, assisting the department with events for children and teens, giving excellent customer service, following library and system policies and maintaining the public service image of the library.

Position Type: Part-time / Non-exempt
Salary range: Begins at \$9.00 per hour, based on qualifications
Hours: Some weekdays; occasional evenings and/or Saturdays

Responsibilities: Provide entertaining storytelling regularly to targeted groups of children; conduct simple crafts and other activities with multiple young participants; set up and cleanup for related events; assist the department with scheduled functions, including some at locations away from the library; other tasks as assigned.

Requirements: Excellent verbal communication skills, a friendly and patient manner with children, genuine enjoyment of people young and old, flexibility, commitment to public service, and the ability to handle stressful situations. Candidate will require basic PC proficiency including email skills. Previous experience with children, customer service, and/or retail experience is preferred. Physical abilities: should be able to lift and carry up to 15 pounds, as well as stand, sit, walk, stoop, and reach within a confined area. Candidate must have reliable transportation.

All library positions require the following criminal background and child abuse clearances:

- Report of criminal history from the Pennsylvania State Police (PSP)
- Child Abuse History Clearance from the PA Department of Human Services (Child Abuse)
- Fingerprint based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI)

Applications will be accepted until position is filled. To apply, print and fill out our application, which can be found at <http://www.avongrovelibrary.org/about-us/employment-opportunities/> (or stop by the library for a paper copy). You are welcome to include a résumé. Send application to Lori Schwabenbauer, Director (Ischwabenbauer@ccls.org) at Avon Grove Library, 117 Rosehill Avenue, West Grove, PA 19390. Applications may be submitted by mail, email, fax, or in person.

Avon Grove Library is a member of the Chester County Library System and an Equal Opportunity Employer.