



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 (12-15 hours per week) who will be responsible for conducting assigned storytimes and other youth-related activities, assist the Youth Services team to plan, develop and carry out events for children and teens, provide excellent customer service, follow library and system policies, and maintain the public service image of the library.

Position Type: Part-time / Non-exempt

Salary range: Starting at \$10.00 per hour, based on qualifications

Hours: Some weekdays; occasional evenings and/or Saturdays

Responsibilities: Develop and provide entertaining age-appropriate programs to targeted groups of youth, preschool age children through teens. This may include weekly Storytimes, themed programs such as STEM events, craft sessions, the Summer Reading Program, and outreach activities. Assist the Youth Services department with scheduled functions such as school or community events 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. Perform essential functions of the job with minimum supervision. Candidate will require basic PC proficiency including email skills. Previous experience with children 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, download or print (<https://www.avongrovelibrary.org/uploads/1/2/3/1/123174228/application-for-employment.pdf>) and submit by email (dpayne@ccls.org), mail or in-person. You are welcome to include a résumé. Send application to David Payne, Director at Avon Grove Library, 117 Rosehill Avenue, West Grove, PA 19390.

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