

## **Pottstown Regional Public Library—Youth Services Staff Member**

Part-time position approximately 15 hours per week. Must be flexible. Hours will include days, weeknights and one Saturday a month. Summer hours will be different from September hours, there is a possibility of more hours come September.

Applicant must be friendly, energetic, creative, team-oriented with a strong customer service skills. Must enjoy working with children and teens. Must be comfortable with public speaking.

### **Duties will include:**

- Assisting children and their caregivers in locating and selecting books, knowledge of children's books a plus.
- Assisting children with logging on computers , printing of documents.
- Supervising and enforcing all library rules in the designated youth areas within the library.
- Interview, supervise and schedule youth volunteers to help them complete service requirements for school or other organizations. Keep accurate records of time and jobs performed by volunteers.
- Assist Youth Service Coordinator with planning,, promoting, preparing and presenting youth programs held in the library and at outreach locations. Including but not limited to: craft classes, book clubs, storytime, STEM classes, technology classes and other activities that support literacy and creativity.
- Assist in preparing displays and continually maintaining interactive areas.
- Attending youth training , presentations, meeting and classes as necessary when offered. May require some travel.

**Starting Date:** July 2018 or as soon afterwards as possible. Applicants must have the following three clearances prior to their start date: PA Child Abuse Clearance, PA Criminal Record Check, and FBI Criminal Background Check.

Interested persons should send, deliver, or email a resume and contact information for 3 references to

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