

# VALLEY COMMUNITY LIBRARY

739 River St, Peckville, PA 18452

## JOB DESCRIPTION

1. JOB TITLE: Youth Services Clerk, Full time – Youth Services and Circulation Departments.

SCHEDULE: 35 hours per week including 2 nights per week and 1 Saturday per month. Typical shifts are 9:30-5:00 or 12:30-8:00.

### RESPONSIBILITIES AND DUTIES:

2. Duties specific to Youth Services include:
  - a. Aiding the Youth Services Director in planning and presenting programs for all Youth Services age groups but primarily birth – age 12, teens ages 13 - 18 as needed.
  - b. Reference and Reader's Advisory for children and parents
  - c. Provide computer assistance and guidance for children and their parents
  - d. Outreach to schools and other child orientated organizations
  - e. Collection development and maintenance of Youth Services area, including shelving
  - f. Participate in State or Lackawanna County Library System events, workshops, committees etc.
  - g. Keep current on Youth Services trends, issues and events
  - h. Monitor the activities in the Children's and Young Adult areas, and address any problems
  - i. Other duties as assigned
3. Candidate will also work at the Front Desk 2 hours daily.

### QUALIFICATIONS: The following are minimum requirements

1. MUST HAVE PROFESSIONAL EXPERIENCE working with children in a school/daycare setting.
2. A high school diploma or its equivalent, 2 years of college or more preferred
3. Basic library skills and understanding of library functions
4. The ability to work quickly and accurately with a minimum of supervision
5. The ability to relate to co-workers and the public with tact and courtesy
6. Basic computer skills and competency with Microsoft Office, Outlook and internet searches, some knowledge of basic computer set-up and troubleshooting
7. Valid PA Driver's License and willingness to conduct off-site programming
8. Willingness to attend workshops and other training to improve job performance
9. Willingness to adapt hours to attend special events that may occur outside regular hours.
10. Must be able to stand for extended periods of time, kneel, move freely, and lift up to 40 pounds.
11. State and FBI clearances required upon hire, at applicant's expense.

Salary range: \$12.26-16.81/hour (depending on education and experience) Benefits include 100% paid insurance coverage. Sick, Personal, and Vacation leave.

Email letter and resume to valleycommunitylibraryjob@gmail.com or mail to Search Committee, Valley Community Library, 739 River Street, Peckville, PA 18452.

DEADLINE TO APPLY: April 19, 2019. NO PHONE CALLS OR WALK-INS.

(KP04/05/2019)