

Scranton Public Library

Job Posting

Title: Children's Programming / Clerk	Department: Children's Library
Status: Part time / casual	Reports To: Youth Services Manager
Classification: N/A	Bargaining Unit: No
Date Posted: June 15, 2026	Date Filled:

There is a part-time position in the Lackawanna County Children's Library. A successful candidate will have an enthusiastic disposition, possess strong organizational skills, and be able to conduct children's programming and courteously assist library patrons. Must enjoy being around children, families, and others who work with children. The schedule is approximately 20-25 hours a week and will include mostly day and weekend shifts with occasional nights as needed.

Principal Responsibilities and Duties:

- Perform full range circulation desk duties including issuing library cards, checking materials in and out, collecting fines, answering the phone, and placing holds.
- Assist patrons in locating needed material and demonstrate how to use the library's search tools.
- Develop, schedule, and conduct programs for children birth to 12 years of age.
- Visit schools and other community organizations to conduct programs and promote the library.
- Organize, shelve, and pull library materials as returned or requested.
- Special projects and other duties as assigned.

Knowledge, Skills, and Requirements:

- Works independently, takes initiative, and successfully completes duties.
- Familiarity with and use of computers is essential.
- Ability to work in a calm and friendly manner with patrons, co-workers, and volunteers.
- Must be reliable and punctual.
- Has good customer service and public relations skills.
- Prior experience working with children preferred.
- Valid driver's license and reliable personal vehicle.
- High school diploma or GED is required.

Physical Demands and Work Environment:

- Physical ability to stand or sit for several hours.
- Lift up to 25lbs, reach, bend, kneel, crouch, and push carts loaded with books.
- Physical and manual dexterity.
- Ability to listen and clearly communicate in person and on the telephone.

Upon hiring, child abuse and criminal background checks will be conducted in accordance with state law.

Starting Hourly Rate: \$13.00

For any questions contact Laura Hendricks, Human Resources Manager 570-348-3000 ext. 3043 and to apply please email resume to Lhendricks@albright.org. Applications accepted until job is filled.