



Youth Services Library Assistant Position

Starting Pay Range: \$11.55 - \$15.44 per hour, commensurate with experience
Status: Regular Part-time, Non-Exempt
Hours per Week: 20-25; weekday mornings with one evening shift preferred, but negotiable, and occasional weekends
Benefits: Paid Time Off; Retirement Plan

The mission of Cooper-Siegel Community Library is to cultivate a community of lifelong learners. The Library provides a high-quality collection of books, media, and subscriptions as well as engaging programs and friendly customer service to serve the educational, cultural, professional and recreational needs and interests of our patrons.

The Library Assistant role is critical to achieving this mission. The Library Assistant is responsible and accountable to the Department Head for providing quality service to the patrons and staff of the Department as follows:

Job Responsibilities include, but are not limited to:

- Collaborate with the Youth Services team to adopt a connected learning approach for presenting programs, classes, and events that encourage kids to use the library as a place to explore, learn, and grow. This position will focus on programming for kids birth – grade 5 and their families.
- Plan, implement, and evaluate dynamic programs and services in response to the needs and interests of local kids and their caregivers and educators.
- Assist kids, tweens, teens, parents and caregivers in selecting age-appropriate materials that meet their educational and recreational goals and interests.
- Work with the Youth Services team to act as media mentors and support our families in their information gathering, research, and digital literacy skills.
- Interest in STEAM (Science, Technology, Engineering, Art, and Math) philosophies and willingness to collaborate with Youth Services team to provide Maker Space and Tinkering opportunities for kids.
- Assist patrons in finding information and in using library materials, equipment and computers, and referring more in-depth research or questions to the Dept. Head.
- Assist with collection development including developing booklists, displays, and evaluating and weeding the collection.
- Provide technological assistance to patrons.

- Perform patron services duties, such as checking out materials and placing holds for patrons.
- Promote library programs and register patrons for library programs.
- Identify and work with coworkers to improve issues with processes that affect patron satisfaction or library efficiency.
- Complete special projects as required by the organization.
- Attend monthly mandatory all-staff meetings and other meetings and trainings pertaining to the position.

Facilities Management

- Maintain a safe, clean, and cost-efficient environment that meets the needs of the library.
- Monitor public usage of the library.
- Perform shelving and weeding of collection as needed.

Required Education and Experience

- High school diploma, some college preferred
- Experience working with children and understanding of developmental ages and stages
- Experience with A/V and STEAM/Maker Space equipment
- One year in-person customer service experience, preferably in a public library

Required Skills, Knowledge and Abilities

- Knowledge of librarianship
- Superior internet and computer skills
- Ability to exercise judgment and initiative
- Ability to work independently and as part of a team
- Ability to provide a clean PA Criminal Background Check, PA Child Abuse Clearance and FBI Fingerprinting Clearance prior to start date.

Required Behavioral Competencies

- Customer focus
- Integrity and trust
- Composure
- Patient with people and processes
- Quick learner
- Good decision maker
- Cope effectively with ambiguity and change
- Problem solving

Physical Requirements and Work Environment

- This position requires frequently sitting, and periodically bending, stooping, crouching, kneeling or crawling, standing for long periods, using hand or fingers to manipulate touch or handle and climb or balance.
- Periodically will need to lift or push up to 15 pounds and rarely up to 30 pounds.

- The work environment noise level is typical of a moderately noisy standard business office with equipment running; outdoors in normal suburban setting.

Tools and Equipment

- Computer
- Copier
- A/V and STEM/Maker Space equipment
- Printer
- Apple and Android mobile devices, Kindles and other e-readers

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The responsibilities outlined above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

To apply for this position, send a cover letter, resume and contact information for three professional references to Megan Fogt, Youth Services Department Head, at fogtm2@coopersiegelcommunitylibrary.org by 5:00 p.m. on Friday, August 12th. No phone calls, please.