



Pleasant Hills Public Library Job Description

1/25/2017

Job Title: Youth Programming Assistant

Reports to: Youth Services Librarian & Library Director

Standard Hours: Part-Time, 10-12 hours per week plus 1-2 Saturdays per month

Programming duties include:

- *Lead programs and events currently offered by Youth Services Librarian, primarily for tweens and teens (grades 6-12)
- * Develop and initiate programs and events in cooperation with programming staff for families and youth from birth through high school
- *Maintain/facilitate existing programs for all youth, birth through high school, when necessary
- *Attend meetings and trainings
- *Assist library patrons
- *Perform outreach and advocacy in the community
- *Other duties, as assigned

Experience/Requirements:

- *Have necessary work experience to lead youth programs independently
- *Have knowledge of Microsoft Office products and other technology used in libraries
- *Excellent customer service skills
- *Team player who is self-motivated and creative
- *Able to communicate effectively with the public and the staff
- *Library experience preferred
- *High school diploma required; college degree preferred

Other Requirements:

- *PA employment clearances: Federal Criminal Background Check, PA Criminal Record Check and PA Child Abuse History Clearance
- *Work hours will follow program schedules, with a concentration of afterschool hours and weekends

Physical and Environmental Conditions:

Work is performed in a library setting and in close proximity to other workers.

Physical requirements include program room set-up of tables and chairs.

Physical demands may include lifting and carrying moderately heavy stacks of books, pushing moderately heavy carts, and standing for long periods of time during a work shift.