



## Huntingdon Valley Library

625 Red Lion Road  
Huntingdon Valley, PA 19006  
HVLlibrary.org | (215) 947-5138

Position: Part-Time Youth Services Associate

Reports to: Head of Youth Services

Primary Function: Performs a variety of library programming, basic reference, and readers' advisory involving extensive contact with children, young adults, and caregivers.

Hours: 19 hours per week with some evening and Saturday hours included

### Responsibilities

- Plans and presents one story time per week and Teen Summer Reading events, as well as additional events for teens/tweens or elementary-aged youth
- Assists with craft projects, special-interest groups, book clubs, outreach, and programs for children and young adults and their families
- Assists with maintaining the youth services collections, including weeding
- Links print and non-print materials found in the online bibliographic catalog in accordance with standard rules and criteria, and assigns call numbers for youth services' collections
- Assists patrons of all ages with readers' advisory and reference questions
- Creatively markets and merchandises the youth services collections and programs using various methods, such as displays, bulletin boards, and social media
- Adds and maintains content related to youth services on the Library's website, calendar, and social media accounts
- Performs all circulation desk duties using Polaris computer system
  - Circulates materials in accordance to Library policies and procedures
  - Effectively searches for and reserves materials for patrons
  - Issues new patron cards and updates accounts
  - Assists with locating, routing, and preparing "hold" materials for patrons
  - Collects patron fines and fees and makes change as needed
- Performs all opening/closing procedures in work area and public areas
- Assists and instructs patrons on use of Library's technology, equipment, and online resources, including computers, eResources, and subscription databases
- Answers phone in professional manner and routes calls as necessary
- Shelves materials/reads shelves in alphabetical and Dewey decimal order
- Performs other duties as assigned in other areas as assigned

### Qualifications

- This position requires a four-year college degree
- A general knowledge of library principles, practices and materials and a desire to serve the public in a friendly, comfortable environment
- Experience working with and presenting programs to children and young adults; STEM programming experience is a plus

- Must have friendly and effective customer service skills with customers of all ages and abilities, flexibility and ability to handle multiple tasks in a fast-paced public service setting
- Knowledge of and familiarity with children's and young adult literature
- Ability to complete detail-oriented work following specific guidelines and rules established in a consortial environment
- Experience with and understanding of social media operations (Facebook, Twitter, Instagram, YouTube, blogs, e-mail)
- Familiarity with library automation systems, Polaris ILS preferred
- Experience with the Dewey decimal classification system
- Strong computer skills, including knowledge of Microsoft Office products, printers, use of the Internet, and wireless access
- Ability to communicate positively and effectively, in person and in writing, with the public and staff
- Ability to work a flexible schedule to meet the needs of the library, including working evening hours and occasional weekend hours

### Physical Demands

- The physical demands to perform this job are the ability to use hands to finger, handle, feel or operate objects or controls; and bend, sit, stoop, kneel, and crouch
- This job requires a clear speaking voice and good hearing
- Mobility is required to travel to meetings outside the library
- Ability to push and pull library book trucks weighing 100-300 lbs. and carry up to 15 lbs of books across the library
- Ability to stand for a long time in one area
- Hand-eye coordination is necessary to operate computers and office equipment
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus
- Reasonable accommodation may be made to enable individuals with disabilities to perform this position

### General Requirements for All Library Employees:

- Ability to project professional workplace image
- Ability to adapt to change
- Ability to learn new computer skills, programs, and interfaces
- Ability to develop and maintain positive working relationships
- Ability to comprehend and follow library policies and procedures
- Ability to develop an awareness of library-wide operations
- Ability to exercise good judgment at all times
- Ability to meet physical requirements of specific job title
- Ability to complete Child Abuse Mandatory Reporter training
- Ability to provide the following:
  - Pennsylvania State Police Request for Criminal Records Check
  - Department of Public Welfare Child Abuse History Clearance
  - Federal Criminal History Record Information
  - Completion of the Pa State Mandated Reporter Training within 60 days

# Part-Time Youth Services Associate

- **Library:** Huntingdon Valley Library
- **Town:** Huntingdon Valley, PA
- **Library Type:** Public
- **Position Type:** Non-MLS
- **Deadline:** Friday, March 1, 2019 or until filled

## Description, How to Apply, and Contact:

The Huntingdon Valley Library, located in Huntingdon Valley, PA, seeks a part-time Youth Services Associate to join its team. The primary duty of this position is to assist the Head of Youth Services with programming, readers' advisory, and customer service to children, young adults, and caregivers. The Youth Services Associate will be in charge of planning and presenting one story time per week, Teen Summer Reading events, and additional events for teens/tween or elementary-aged youth. Secondary duties include assisting with linking new materials and maintaining the collections for children and young adults, as well as assisting at the Circulation desk. The successful candidate will be detail-oriented, organized, and have a general knowledge of library principles, practices and materials. This position requires a great deal of contact with the public in the Youth Services department and assisting patrons with reference and technology inquiries. Candidates must have the ability to work in a fast-paced environment and have excellent customer service and computer skills. For a complete job description, please visit our website.

New employees are required to have a current Pennsylvania Child Abuse History Clearance, PA State Police Criminal Record Check, and FBI Background check. Employment is contingent upon completion of the PA State Mandated Reporter Training within 60 days of hire.

The position is 19 hours per week, schedule to include mornings, afternoons and Thursday evenings, with rotating weekend hours. Flexible scheduling needed to accommodate programming.

Four-year college degree required. Experience working with and presenting programs for children and young adults is required. Some STEM programming experience is preferred. Familiarity with library automation systems necessary, with Polaris ILS experience preferred. Strong computer, positive and friendly customer service, organizational, and cash handling skills are essential.

Submit resume and cover letter to:

Vanessa Nelson, Head of Youth Services  
Huntingdon Valley Library  
625 Red Lion Road  
Huntingdon Valley, PA 19006

or by email in PDF form to [hvlys@mclinc.org](mailto:hvlys@mclinc.org)

Hourly wage: \$14.00-\$16.00, DOE

**Website:** [www.hvlibrary.org](http://www.hvlibrary.org)