

Pennsauken Free Public Library

Job Description

Internal Job Title: Youth Services Assistant (Part-time)

Civil Service Title: Library Assistant

Department: Youth Services

Summary: The Pennsauken Free Public Library is seeking a dedicated, friendly, energetic, and service-oriented individual to join our Youth Services Department. The position of Youth Services Assistant is responsible for serving children and teens and their families in a high-volume, fast-paced environment. The ideal candidate for this position will be customer-focused, enthusiastic about serving the community, and comfortable working with people of all ages, backgrounds, dispositions, and abilities.

REPORTS TO: Head of Youth Services

EVALUATION: At a minimum, the Head of Youth Services will conduct an annual evaluation of the individual's ability to perform professional responsibilities and duties competently and meet professional, ethical standards. This evaluation will be based on mutually-developed Annual Goals and Objectives.

Qualifications:

- High School graduate or equivalent degree required.
- Strong customer service and interpersonal skills.
- Excellent organizational skills and the ability to work independently.
- Excellent oral and written communication skills and the ability to manage multiple projects and meet deadlines.
- Strong commitment to public service and the ability to work well with diverse patronage.
- Ability to be tactful and courteous with the general public, in person and on the phone, and to maintain professional and effective working relationships with other library staff.
- Enjoy working with children of all ages with a strong passion for elementary age, tweens, and teens, as well as assisting adult patrons, as needed.
- Proficiency with PCs and knowledgeable of common computer software such as Microsoft Office and Google Drive.
- Knowledge of online social media platforms.
- Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Preferred Qualifications

- A background working in libraries or knowledge of literature and library collections.

- Experience working with youth in an educational setting.
- Experience developing and presenting programs, workshops, and classes for youth.
- Proficiency in a second language. Preferably Spanish or Vietnamese.

Physical Demands:

The physical demands 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.

- Ability to lift, transport and/or move objects weighing up to 25 pounds. Anything greater may require two-person assistance.
- Must be able to reach or bend to retrieve materials on low or high shelves.
- Must be able to grasp a barcode scanner for extended periods of time.
- Must be proficient in the use of the computer keyboard.
- Specific vision abilities required by this job are close vision and the ability to adjust focus.
- Ability to sit on the floor or remain standing for extended periods of time.
- Light to moderate physical effort and stamina required for assigned travel and for attendance at relevant meetings.

Responsibilities include, but are not limited to:

- Assisting in the planning and delivering of age-appropriate programs for children and teens throughout the year.
- Assisting with creating and monitoring social media content.
- Assisting with all aspects of library circulation in Youth Services, including help with catalog inquiries, stack navigation, as well as any general questions as related to the library collection.
- Assisting the public in the use of library resources and equipment.
- Assisting with displays and other library promotional and informational materials.
- Attending local, community outreach events when possible.
- Attending workshops and learning opportunities for continuing education to keep up with library trends.
- Answering questions on library materials, rules, policies and procedures.
- Preparing books and other Youth Services library materials for circulation.
- Checking shelves for lost materials.
- Shelving, shelf-reading, and maintaining general orderliness of shelves and public areas.
- Following opening and closing procedures for the library building.
- Assisting with maintaining a clean, welcoming and safe library environment.
- Assisting at the main Circulation desk, as needed.
- Performing other duties as assigned by the Supervisor or Director.

Compensation:

Hourly Rate: \$15-\$16

Hours: 20-25 hours per week, including evening and weekend hours. Flexibility is necessary to meet the operational needs of the Youth Services Department.

This is a Civil Service non-competitive position. The full job description can be found at <https://info.csc.state.nj.us/jobspec/07467.htm>.

To Apply:

Please email your resume and letter of interest in PDF format to admin@pennsaukenlibrary.org. Please add “**Youth Services Assistant**” to the subject line.

Pennsauken residency is not required but qualified Pennsauken Township residents will be given first preference.

You may also submit your resume and letter of interest at the library’s Administrative Office. Review of applications will begin immediately and continue until the position is filled. For more information call (856) 665-5959 ext. 5.

Note: This job description describes a general category of jobs. In order to meet the needs of the Pennsauken Free Public Library or its departments, employees may be assigned other duties, in addition to, or in lieu of, those described above, and any duties are subject to change at any time.

The Pennsauken Free Public Library is an Equal Opportunity Employer. Applicants must comply with the [“NJ First Act.”](#)

In compliance with the Americans with Disabilities Act, the Library will review any reasonable request for accommodation to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.