**Position Overview (1-3 sentences)**

This position is responsible for assisting the Head of Youth Services Librarian with a focus on library service to children and their adult caregivers. Individual will perform routine library duties such as staffing the Children’s Reference Desk, shelving items, and processing materials for circulation. This work demands an interest in and a genuine desire to serve children and their adults.

**Essential Job Functions**

- Assists the Head of Youth Services Librarian in the day-to-day operation of the children’s department of the library
- Will aid in the planning and implementation of children’s storytimes and programs
- Assists children and adult patrons in locating items in the library’s collection
- Shelves materials in the children’s collection of the library
- Responsible for reading shelves in the children’s collection to ensure that items are in their appropriate location and are easily located by patrons and staff
- Adheres to and upholds all library policies and procedures
- Adheres to all personnel policies as established in the library’s personnel policy

**Requirements**

- Prior to starting, the following must be provided:
  - PA Criminal Background Check
  - PA Child Abuse Clearance
  - Register with the FBI fingerprint database

**Other Skills/Abilities**

- Not necessary, but a plus if candidate has prior experience working with children