

Pocono Mountain Public Library in Tobyhanna, PA

Seeks Part-Time Youth Librarian

16-20 hours per week

Some evenings and Saturdays

Starting at \$16.00/hour

The Part-Time Youth Librarian responsibilities include:

- Assisting and following the direction of the Head Youth Librarian with departmental needs.
- Implementing regular weekly storytime and craft programs, seasonal special events and the annual Summer Reading Program, all of which include a variety of formats, themes, activities (including S.T.E.A.M.), crafts, vendors, performers, and field-trips that are accessible by all types of children, including children on the spectrum.
- Setting-up and rearranging the story room or meeting room with tables, chairs, and other equipment; and setting-up the same as required for outside events and programs.
- Assisting with equipment, supplies, kits, and crafts required for Youth programs and activities.
- Providing thoughtful readers advisory and literacy services to kids and families, including traditional and digital collections; developing skills and knowledge of both.
- Assisting with outreach events, programs, and services at various community locations and with different local agencies that serve children and families; and preparing stories, books, PR materials, information packets, and give-away items.
- Assisting with content development for social media platforms, calendars, flyers, signs, press-releases, and other information for youth programs and events as directed; learning software applications for related tasks.
- Assisting with content development for web-based and online programs with both live sessions and pre-recorded sessions for Zoom, YouTube, and other platforms; learning software applications for those platforms.
- Attending local, regional, district and state mandated CE (Continuing Education) training to develop skills and awareness of library trends for children and youth; participate with departmental development and planning.
- Maintaining a friendly, welcoming, productive, and non-judgmental relationship with our children and families.
- Assisting with the library's main desk, checking out items to patrons, helping patrons obtain library cards, helping patrons with reference, and searching the library's catalog; maintaining skills and training on the PaLLS Spark system; and other customer service and library work as directed.

- The ability to alphabetize, add and subtract, use a calculator, make change, use a cash register, learn Dewey Decimal, write, speak, type clearly; work accurately in a dynamic environment. A skills test is applied during the interview.
- Having current tech and computer skills for PCs, printers, email, internet, smart devices, and Wi-Fi, and be comfortable with office phone systems, using a photocopier, scanner and fax machine.
- Maintaining daily hygiene practices and dressing in a tidy and appropriate manner.
- Working in an environment with a wide diversity of people, including differently abled, the very young and the very old, eccentric individuals, non-traditional individuals, and maintaining composure and discretion as the library is a space for all people, families, and children.
- Working on scheduled evenings (minimum one per week) and on Saturdays as scheduled (minimum every other week rotation).
- Obtaining and developing skills with the library's PALLS Spark system and Dewey Decimal.
- A willingness and ability to learn new technologies and skills as required.
- Observing discretion and respect for patron privacy according to the ALA Library Bill of Rights <https://www.ala.org/advocacy/intfreedom/librarybill> , and upholding the Mission, Vision, and Policies of the Pocono Mountain Public Library <https://www.poconolibrary.org/library-information> .
- Maintaining a friendly, cooperative, and customer service-oriented attitude, and work cooperatively with coworkers. PMPL is a team oriented, can-do workplace.

Mandatory Security Clearances:

Anyone applying for a job at the library must provide PDF scans of their current security clearances with their application to obtain an interview or offer for paid work. There are no exceptions and we cannot accept clearances from other states. No application will be considered without clearances. Negative clearances will disqualify any applicant or candidate. Required clearances by law are the *Pennsylvania State Police Criminal Record Checks for Employment, Pennsylvania Child Abuse History Clearance, and FBI Criminal History Record with fingerprinting.* Applicants are responsible for obtaining their clearances. For more information see <https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/default.aspx>

Qualifications:

- A Bachelor's degree is mandatory.
- Advanced library or education certifications or degrees are highly prioritized, e.g., M.L.I.S. or M.L.S., M.Ed., or Library Technical Assistant (L.T.A.).
- Prior meaningful library work as a youth or programs librarian is desirable, as is proficiency with both classic paper-based library collections and resources, and digital library collections and resources.
- Prior experience in a diverse, lively, and rigorous work environment is preferred.
- Prior experience with customer service is preferred.
- Bilingual skills in Spanish are highly desirable.
- Knowledge of standard library technology including library databases, online eBook and eAudiobook collections, streaming content, and Integrated Library Systems (ILS) is a highly relevant.

To Apply:

- Only electronic applications in PDF format will be accepted.

- All applications are sent to ann@poconolibrary.org .
- The application must be submitted as follows:
 1. An email with “Part Time Youth Librarian Application” in the subject line. Please include your contact information and best phone number in your email.
 2. The following PDF attachments:
 - A scanned, completed job application from www.poconolibrary.org/employment , including the three professional references. (Personal references are not accepted.)
 - A brief letter of interest (one page or less please) explaining any relevant work experiences, education, training, technology skills, and/or special job skills, creative work, and/or projects that demonstrate your skills and qualifications for this position in our Youth Department.
 - Copies of all current Pennsylvania Keeping Kids Safe Clearances (see above)
 - If applicable, a copy of your transcript for the MLS degree or Library Technical Assistant (LTA) accreditation if your degree is in process, or you are near graduation, or a recent graduate.
 - A resume or vita may be submitted, but is not necessary. The job application is still required if resume is submitted.

Applicants will be notified by email that the application is received, and will be notified for interviews by phone call. Interviews for candidates will involve the Library Director and the Head Youth Librarian. A final offer of work cannot be made until all clearances are received.

Other Useful Information:

All new library staff are hired on a 90-day probationary period. PMPL is an equal opportunity, affirmative action employer, and is committed to providing employment opportunities to all qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability or protected veteran status. Any employment relationship with PMPL is of an “at will” nature. Applicants must provide legal ID and proof of eligibility to work; proof of lawful immigration status; information regarding any disability that will prevent carrying out the duties of this job as described or that require accommodation; and an understanding that this position frequently requires physical exertion and repeated motions for the execution of library duties and services, including and not limited to assisting patrons of all ages around the building spaces, attending to programs that take place in the building and outside, and standing or performing duties for a few hours, bending and reaching, stooping, grabbing, and lifting, pushing book carts and transporting books, library materials and supplies from place to place, making displays, and accessing books, materials and supplies that are high and low, driving a car or vehicle to alternative program locations, providing off-site services at a variety of facilities, and using a step stool as necessary, lifting up to 25 pounds, effectively using a computer screen, keyboard, mouse, telephone, barcode scanner, television, touch screen, projector, technology/smart device, and typing, reading, and communicating effectively with others.

All library staff are considered a Mandated Reporter, and must observe and report any criminal or abusive situation that occurs to children attending the library.

Pocono Mountain Public Library is a 501c3 non-profit corporation that receives dedicated tax funding from Coolbaugh Township and the Borough of Mount Pocono, as well as annual state aid from Pennsylvania and generous donations and grants.

Pocono Mountain Public Library is a friendly place with diverse collections, a large children’s story room, children’s interactive spaces, a large community room, a sunny café space, speedy fiber connected computers and Wi-Fi, and lots of public seating and tables. We are a fine-free library with a commitment to public service, and part of the PaLLS Spark library consortium. PMPL serves a diverse rural and urban population including commuters, working families, retirees, and seasonal residents, and we put a high premium on customer service. Visit our website poconolibrary.org and our official Facebook page to learn more about the library. Opportunities for advancement are available.