

**Pocono Mountain Public Library in Tobyhanna, PA**  
**Seeks Part-Time Summer Kids Program Assistant**

**9 Weeks from June 16 to August 13**

**9 hours per week ~ 3 Hours per day**

**1:00 – 4:00 pm on Tues, Wed, Thurs**

**\$12.50 per hour**

**PA Keep Kids Safe Clearances REQUIRED**

**Duties and Responsibilities:**

- Assist and work with the Youth Librarian and regular staff for all the events and activities during the annual Summer Reading Program for kids grades K-12.
- Maintain a friendly, cooperative, and customer service-oriented attitude with children, families, and other participants and with library staff.
- Help with making registration packets, copies, and handouts.
- Help prepare summer crafts, STEM equipment, and any activities.
- Register reading logs & distribute prizes to kids before and after programs.
- Help library staff set up spaces for activities, programs, and performers.
- Help young participants and families with crafts and activities.
- Help set-up and clean-up for programs, event performers, and activities.
- Other related duties as assigned.

**Skills and Qualifications:**

- A friendly, patient, and courteous demeanor
- Prior experience with children's camps or children's summer programs
- Craft skills using a variety of mediums and tools
- Enthusiasm for STEM activities, eg, robots, circuits, building structures, and natural sciences
- Love of reading a great advantage for talking to kids about books
- Ability to follow instructions
- Ability to work well with others in a team environment
- Bilingual language skills for Spanish or an Eastern European language a bonus
- Prior customer service experience a bonus

## **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>

or

[https://www.pa.gov/content/dam/copapwp-pagov/en/dhs/documents/keepkidssafe/clearances/documents/kks-employees-faq\\_2024-08-23.pdf](https://www.pa.gov/content/dam/copapwp-pagov/en/dhs/documents/keepkidssafe/clearances/documents/kks-employees-faq_2024-08-23.pdf)

## **How To Apply:**

- All applicants must use the library's job application form, available online at <https://www.poconolibrary.org/employment> or from a copy obtained at the library.
- Application and supporting documents can be submitted on paper at the circ desk, or electronically via PDF attachment by email to [ann@poconolibrary.org](mailto:ann@poconolibrary.org).
- Paper or PDF applications must be submitted as follows:
  1. Dropped off at the main desk, or by an email with "Summer Assistant" in the subject line. Please complete the entire application, including references, and designate your best contact information and phone number.
  2. The following attachments:
    - A completed job application from [www.poconolibrary.org/employment](http://www.poconolibrary.org/employment) including the three professional references, or references from teachers or personal references if still in high school or college.
    - Two brief sentences expressing your interest and skills for this position.
    - Copies of all current Pennsylvania Keeping Kids Safe Clearances (see above)
    - Work papers for applicants age 15 (obtained via the school district).
    - A resume, vita or school transcript may be submitted, but is not necessary. The job application is still required if these are submitted.

Applicants will be notified by email that the application is received, and will be notified for interviews by phone call. Please include your contact information and best phone number on your application. We are not responsible for lost calls if your voice mail is full or not set up.

Interviews for candidates will involve the Library Director and the Youth Librarian.

We will not accept applications without clearances. Clearances are good for 5 years in Pennsylvania. When you pay for your own clearances, you can use them to apply for any job during this time period.

A final offer of work cannot be made until all clearances are received.

### **Other Useful Information:**

This is a temporary part-time position. 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 requires some physical exertion and repeated motions in the building spaces and outside; standing or performing duties for a few hours; bending and reaching, stooping, grabbing, and lifting; pushing rolling carts; making displays, handling various materials and supplies that are high and low; possible driving or riding in vehicle to alternative program locations, occasionally providing off-site work at a variety of facilities; using a step stool as necessary; lifting up to 20 pounds; effectively using a computer screen, keyboard, mouse, telephone, barcode scanner, television, touch screen, projector, computer, tables, smartphone, technology/smart device, photocopier, scissors, craft supplies, STEM supplies; and typing, reading, and communicating effectively with others.

All library staff are considered Mandated Reporters, and must observe and report any criminal or abusive situation that occurs to children attending the library. Any observed offenses should be reported to the nearest senior or supervising staff. A Mandated Reporter is obligated to communicate with law enforcement and participate with any ensuing legal actions as needed.

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, funding from Federal IMLS or LSTA grants, 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, many public programs, a sunny café space, speedy secure 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 children, the differently abled, families, retirees, and seasonal residents, and we put a high premium on customer service. Visit our website [poconolibrary.org](http://poconolibrary.org) and our official Facebook page to learn more about the library. Opportunities for advancement are available.