

Responsibilities include, but are not limited to:

- Working the front circulation desk.--registering patrons for library cards, processing customer holds and requests, checking in and out library materials.
- Providing basic computer instruction and assistance to public PC users.
- Overseeing the opening and closing process of the library as needed.
- Excellent communication skills and the ability to work well with public, supervisors, co-workers, and system wide
- Assist with designing and executing Youth Services programs
- Assist in developing and maintaining children's/teen collections
- Other duties as assigned.

Qualifications:

- Knowledgeable about children's, young adult, and adult resources in all formats
- Familiarity with online catalog, MS Windows and MS Office, electronic databases, Internet searching, and experience with library circulation software preferred;
- The ability to work flexible hours in accordance with the library hours of operation;
- Excellent interpersonal and communication skills
- PA State Criminal Background Check, PA Child Abuse History Clearance, FBI Fingerprint Criminal Record