



520 Virginia Drive, Ft. Washington, PA 19034

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Children's Library Assistant Part-Time, Fort Washington, PA

Position Overview

Upper Dublin Public Library, a busy suburban Philadelphia public library, is seeking a permanent, part-time Children's Library Assistant starting immediately. The position is approximately 20 – 22 hours a week and includes day, evening, and weekend shifts in our state-of-the-art children's library space. Shifts for this position include: Mon. & Tues.: 9a-5p; Thurs: 5-9 p.m.; and one weekend a month (Sat: 8:15a-5:15p & Sun: 11:45-5:15 p.m.)

We're looking for a candidate with impeccable customer service skills and an enthusiasm for public library services in the 21st century. Library Assistants at UDPL are a part of a community engagement team seeking to provide our library patrons with efficient and personalized service, whether it be assisting with finding a book on our shelves, accessing a digital resource, or lending a hand with a children's program. This is a direct customer service position responsible for assisting with all aspects of serving the public at the Children's service desks.

Our Library

All are welcome to convene, collaborate, create...and connect at the Upper Dublin Library! Designed to be Upper Dublin's center for community engagement, the award-winning UDPL is an inviting destination that connects visitors to books and other resources, to opportunities to learn and grow, and to each other. That's why our mission is: Connecting people and ideas to educate, inspire, and strengthen the Upper Dublin community. Open 65 hours/week, the UDPL is a bustling and much-loved resource for more than 25,000 Upper Dublin Township residents and those who visit from neighboring communities. The UDPL circulates hundreds of thousands of titles annually and welcomes more than 25,000 attendees/year at their diverse programs for all ages and interests.

Qualifications for Library Assistant

Applicants must possess a high school diploma; a bachelor's degree is preferred. Experience working with children, caregivers, and families is required. Strong customer service background, motivation, and ability to learn new skills in a fast paced setting are preferred. A high level of computer literacy is required, along with a familiarity with digital technology and devices, such as tablets and smartphones. A demonstrated interest in education and public library services, along with knowledge of popular reading habits, particularly of children and teens, is desired. Experience with libraries highly desired. Some weekend and evening availability is required. Applicants must be available for an in-person interview. A current Pennsylvania Child Abuse History Clearance and PA State Criminal History will be required before employment begins, along with a Federal Criminal background check. Successful completion of a drug test is also required.

Salary

This position is a permanent, part-time position with an hourly salary of \$20.10. EOE.

How to Apply

Applications are being accepted until April 15th, 2025. Interested individuals should send their cover letter and resume, in PDF format, via email to cnalence@mclinc.org (Use "Children's Library Assistant Application" in the subject line).

Please email all questions to the same address; no phone calls, please.