



## Easton Area Public Library and District Center

Founded 1811

515 Church Street  
Easton, Pennsylvania 18042-3587  
Jennifer L. Long, Director

Phone: (610) 258-2917  
Fax: (610) 253-2231  
www.eastonpl.org

Visit our Historic Carnegie Building  
One block North of Northampton Street  
Between 5<sup>th</sup> and 6<sup>th</sup> Streets

Visit our Palmer Branch  
Palmer Township Municipal Complex  
1 Weller Place, Easton, Pennsylvania

### Job Posting: Library Assistant (Part-Time)

Easton Area Public Library is looking for a creative, motivated, and energetic individual to fill the role of Library Assistant. This is a dynamic position that will require the employee to work in multiple departments, including Youth Services, Circulation, and Reference.

A major component of this position involves assisting the Adult and Youth Services Coordinators with implementing and overseeing programming for teens and young adults.

Duties include but are not limited to:

- Checking items in and out to patrons
- Performing various book stack duties including shelf reading, shifting & special projects
- Developing displays
- Registering new patrons
- Assisting patrons with Readers' Advisory
- Educating patrons about library programs and services
- Assisting patrons with public access computers, scanning, and printing
- Working assigned shifts at the Youth Services, Circulation, and Reference desks.

Minimum requirements for this position include:

- At least 1 year working in a library or experience in an Information/Library Science program.
- Knowledge of Young Adult literature, including graphic novels and manga.
- Strong technology skills.
- Must have the ability to deal with the extremely busy activities within the daily operations of a public library. Must be comfortable with performing activities with children.
- Must be able to communicate effectively
- High School Diploma Four Year Degree required. \$12.00 an hour
- Employment applications can be found online at <http://www.eastonpl.org/PDFS/JobApplicationForm.pdf>

This position is approximately 20 hours per week and requires working evenings and occasional Saturdays.

- If interested, fill out an application and submit to:

Amber Tortorelli, Youth Services Coordinator

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