



Free Library OF Northampton Township

25 Upper Holland Road, Richboro, PA 18954
www.northamptontownshiplibrary.org
215-357-3050

PT Children's Library Page

Position Summary:

The primary responsibility of the Children's Library Page is to assist the Children's Librarian in a variety of tasks to help maintain and support the youth services collections, the children's room and youth programming from baby to teen.

Duties will include:

Assisting in programs by helping prepare materials - preparing crafts and other activities.

Assisting in weeding the collections in the youth service area by locating book on the shelves.

Preparing for Reading Olympics by locating books that we own on the shelves, changing the location in SIRSI and placing a RO label on the spine.

Assisting with book displays and bulletin boards.

Assisting with room set-up for events/programs.

Shelf reading, for accuracy and to help keep other libraries' materials from getting lost on our shelves; keeps the shelves neat and organized, thereby making it easy for patrons and staff to locate items they are searching for; inspects books for poor condition or damage and refers these to the Children's Librarian.

Performing light housekeeping tasks such as cleaning books and other items, and dusting shelves.

Qualifications:

Desire to work with children. Must have required clearances.

Ability to sort efficiently in alphabetic, numeric and alphanumeric order, and to develop a working understanding of the Dewey Decimal and other systems of library materials arrangement.

Excellent ability to pay attention to detail.

Ability to follow detailed directions.

A positive attitude and the ability to establish and maintain effective working relationships with superiors and coworkers.

Ability to maintain a regular work schedule that includes day, evening and weekend hours, and flexibility due to varying programming schedule.

Ability to perform moderately heavy physical work.

This position is scheduled for 15 hours/week.