

## The Free Library of New Hope and Solebury

93 W. Ferry St. New Hope PA | 215.862.2330 | nhslibrary.org

### Position Available – Youth Services Assistant

The Free Library of New Hope and Solebury invites applications for the position of Youth Services Assistant. This is a full-time non-exempt position.

The Free Library of New Hope and Solebury is a PA Forward Gold Star Library that proudly serves the communities of New Hope and Solebury as well as the surrounding residents of Bucks County, Pennsylvania. Our mission is “Sharing Knowledge, Enriching Lives.” We pair this with the library’s vision of being the heart of an engaged and vibrant community.

**Responsibilities:** Under the supervision of the Library Director, the Youth Services Assistant primarily oversees the Youth Services Department, attending to the needs of its collection, program schedule, volunteer corps and facility space. Outreach is a vital component of the position; a strong candidate will be able to sustain and enhance the library’s mission and reputation by building community relationships.

The Youth Services Assistant shall oversee all volunteers assigned to the Youth Services Department. All volunteer assignments are made with the approval of the Assistant Director.

Candidates will demonstrate the ability to market and promote the Youth Services department through a wide variety of media, from social media networks to direct marketing. Applicants should have a firm grasp of customer service principles, and strive to remain courteous and welcoming to all patrons. All candidates will be required to perform basic circulation functions and reference services, including mastery of the current ILS.

This is an ideal position for a recently qualified librarian or an individual aspiring to become a professional librarian.

### **Requirements:**

- Willingness to gain knowledge of popular and classic reading materials and media for young patrons of all ages.
- Familiarity with online search strategies.
- Able to assist the public with their technological needs, including e-books and catalog searching. Knowledge of ILS preferred but not required.
- Must have current driver’s license, insurance, and own transportation or ability to travel among outreach sites.
- MLIS preferred but not required.
- Be able to lift 30lbs unassisted.
- All applicants must pass a PA background check, FBI fingerprint check and child abuse history search.

**Skills:**

- Creativity, self-motivation and initiative
- Ability to make decisions based on good community practices and library philosophy
- Excellent written, oral and interpersonal communication skills.
- Strong commitment to public service.
- Strong technology skills, including but not limited to 3D printing and scanning, mobile devices and multimedia production.
- Ability to thrive and collaborate in a team atmosphere.

The compensation range is \$35,000 to \$42,000, depending on qualifications. This position does not include health insurance but does come with a \$3,000 benefit stipend. PTO includes two weeks vacation, one week sick leave and 12 paid holidays.

The schedule is 40 hours/week, evenings and weekends as needed.

To apply, please send a current resume and three references to Sam Pharo, Library Director at the Free Library of New Hope and Solebury, 93 W. Ferry St. New Hope PA 18938, or by email to [spharo@buckslib.org](mailto:spharo@buckslib.org) (email preferred).