

**Mars Area Public Library**  
**Youth Services Assistant**  
**P/T Position Available**

Are you a reading enthusiast with exceptional attention to detail and organization? Do you enjoy helping people and crafting? The Mars Area Public Library is currently seeking a highly motivated, creative individual to serve as a Youth Services Assistant.

**Essential Job Responsibilities:**

- Shelve books and shelf read materials in the children's room to maintain collection organization and accuracy.
- Prep crafts and program materials for librarians.
- Working the front circulation desk.–registering patrons for library cards, processing customer holds and requests, checking in and out library materials, answering the phone, providing quality customer service.
- Shelving and organizing books throughout the library.
- Assist patrons in the use of library resources and services; Providing basic computer instruction and assistance.
- Preparing new library materials for processing.
- Other duties as needed/assigned

**Required Qualifications:**

- Some high school education
- Excellent communication skills, including writing and public speaking
- Customer-orientation and ability to work with the public
- Multi-tasking skills and availability for evening and weekend work hours
- Federal Criminal background check, PA criminal record check and PA child abuse history clearances must be obtained upon employment.

**Schedule:**

Mondays 3 - 7pm

Thursdays 3 - 7pm

Saturdays 9am - 4pm; 10-2pm for 10 weeks during summer (1-2 per month on rotation and as needed)

Other shifts as needed.

**Wage:** \$10 hourly

If interested, please send an email to: [cboland@marslibrary.org](mailto:cboland@marslibrary.org)

Subject Line: Youth Services Assistant Position. Please attach a resume, cover letter, and 2 references. Resumes will be accepted until the position is filled. No phone calls please.