

SUMMER YOUTH SERVICES ASSISTANT

The Malvern Public Library is seeking a Youth Services Assistant to join our team. While this is a temporary position for the summer, there is potential for it to become a regular, year-round position. The Youth Services Assistant will report to the Youth Services Librarian.

We serve the borough of Malvern as well as the townships of East Goshen, East Whiteland, and Willistown. The library, located on the ground floor of the Malvern Borough administration building, has recently undergone a beautiful interior renovation. The summer is our busiest time of year; we host events for families both at the library and in various parks around our service area.

We are looking for someone with excellent communication skills; ability to create a welcoming, friendly, and professional atmosphere with the public, especially families and youth of all ages; knowledge/understanding of children's literature and reading levels; fluency in the English language; strong attention to detail; strong computer skills; and reliable transportation. Library experience or other customer service experience is desirable but not required. Physical ability to handle, lift, and move library materials up to 25lbs and to stand, sit, stoop, walk and reach within a confined area is required.

Duties will include but not be limited to:

- youth collection maintenance
- assisting with program registration, set-up, break-down, and offering support to presenters
- assisting with teen volunteer coordination
- creating blog content for children and teens
- checking materials in and out
- shelving and retrieving materials
- addressing customer information needs in person, over the phone, and over e-mail
- creating patron accounts for new members
- processing fines and fees
- special projects as needed

Salary: \$14 per hour.

Schedule: Mondays 1pm-5pm, Wednesdays 8:45am-3pm, and another 10 hours weekly to help with events. Occasional Saturdays from 8:45am-4pm per staff rotation are required.

How to apply: Send cover letter, references and resume to Justine Fafara, Library Director, at jfafara@ccls.org. Position requires a criminal background check and child abuse clearance.

Application deadline: Sunday May 11, 2025

Preferred start date: Monday June 2, 2025

Preferred end date: Friday August 29, 2025

Malvern Public Library is an Equal Opportunity Employer.