

Malvern Public Library
Teen Programming Assistant
\$14/hr
20-30hrs/wk in the summer, 12-20hrs/wk during the school year

The Malvern Public Library is seeking a Teen Programming Assistant to join our team. The Teen Programming 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 teen interests; fluency in the English language; strong attention to detail; strong computer skills; and reliable transportation. Library experience, experience with teens, 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:

- Building and fostering relationships with patrons ages 12-17
- Planning and implementing programs and events for patrons ages 12-17
- Coordinating our existing teen volunteer program
- Youth collection maintenance
- Creating blog content for teens
- Assisting at the front desk with 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, and processing fines and fees
- special projects as needed

Salary: \$14 per hour.

Summer Schedule: Monday through Thursday 2pm-6pm, Friday 2pm-5pm, morning hours as needed for special events, and some Saturdays as part of the staff rotation.

School Year Schedule: Monday, Wednesday, and Thursday 2pm-6pm and some Saturdays as part of the staff rotation.

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

Application deadline: Sunday June 7, 2026

Preferred start date: Monday June 29, 2026

Malvern Public Library is an Equal Opportunity Employer.