



CHILDREN'S REFERENCE ASSISTANT (PART-TIME)

Upper Merion Township, located in King of Prussia, PA, is looking for an energetic **Children's Reference Assistant**. Under the general supervision of the Head Children's Librarian, the **Children's Reference Assistant** will assist library users in the children's department with questions regarding library services, programs, and finding items in the collection, as well as assist librarians with programs and tasks as needed.

The duties of the **Children's Reference Assistant** include, but are not limited to:

- Provides reference services in a public-facing environment to children and their caretakers.
- Helps patrons use the online catalog, internet, computers, and electronic resources.
- Recommends titles and authors in a variety of genres and formats.
- Learns the basics of circulation and adult reference services to step in as needed.
- Assists other staff members with developing and implementing Library programs, promotions, or outreach activities for children.
- Assists with developing, maintaining, de-selection, and promoting print and digital resources for children.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities:

- Good organizational skills and attention to detail.
- Strong oral and written communication skills.
- Interest in reading and knowledge of books, especially children's literature.
- Some knowledge of child development ages 0-12 years.
- Experience planning and presenting programs/activities for children is a plus.
- Creativity, flexibility, and enthusiasm.
- A working knowledge of library principles, organization, and procedures.
- Willingness to learn and master library software.
- Familiarity with Microsoft Office and Google products.
- Ability to establish and maintain friendly and effective working relationships with staff and patrons.

Physical Characteristics:

- Possess good visual acuity (near and mid-vision continuously; and field of vision occasionally).
- Walk, sit, reach at waist level, handle and reach materials comfortably, bend, lift and carry items weighing up to 25 lbs.; climb and balance on a 14-inch footstool.

Minimum Education, Training, and Experience Required:

- College degree required.
- Strong customer service skills.
- Excellent computer skills.
- Previous experience working with children preferred but not required.

Position Requirements:

- Has current: PA Child Abuse; PA Criminal; and FBI clearances or ability to obtain clearances.
- Completion of pre-employment drug test screening.
- **Proof of COVID-19 vaccination required.**

Hours Needed:

20 Hours/week + 1 Saturday/month

How to Apply:

For immediate consideration, applicants should complete an employment application by visiting: <http://www.umtownship.org/wp-content/uploads/2021/12/Application-UMT-Employment-DH-Update.pdf> and submit the **full job application, cover letter and resume** via email to: hr@umtownship.org.

Equal Opportunity Employer