



Library Assistant – Youth Services

The Oakmont Carnegie Library is looking for a dynamic person to join our Library Team. This is a customer service-focused role. Our goal at OCL is to insure a positive customer experience for our library users. The position is part-time. The candidate should have an outgoing personality. The Library Assistant - Youth Services is responsible for assisting Youth Services Librarian with following duties:

- Youth services programming
- Circulation Desk
- General Fundraising
- Basic reference
- Assists patrons of all ages in the use of library services, equipment, and facilities
- Performs other duties as required

Typical Schedule

- Monday 10-3
- Tuesday 12-5
- Wednesday 10-3
- Weekends on rotation and meetings as needed

Approximately 15-22 hours per week, \$10.50 per hour

Knowledge and Skills: Familiarity with automated integrated library systems a plus; computer skills, especially with Microsoft Office; previous experience with children's programming a plus; ability to interact courteously and effectively with the public and with other staff; ability to respond in an effective manner to the concerns of library patrons.

Qualifications: Must have a Bachelor's degree with two years relevant experience working in a library or school. All new hires are subject to drug testing, criminal background and youth clearance checks.

Applicants should submit a cover letter, resume, salary requirements, and three references to mellorb1@einetnetwork.net or mail to Beth Mellor, Oakmont Carnegie Library - 700 Allegheny River Boulevard, Oakmont, PA 15139. **No phone calls.**