POSITION ANNOUNCEMENT

Part Time Children's Librarian

The Sewickley Public Library is accepting applications for the position of part time Children's Librarian. The applicant must enjoy and respect children of all ages. The Sewickley Public Library is a suburban library 14 miles northwest of Pittsburgh, serves a population of over 14,000 people in the Quaker Valley School District. SPL is a very active library that hosts year-round programs for all ages.

Responsibilities

The part time Children's Librarian is responsible for providing reference services, readers advisory, and assisting with collection development. Duties include planning and preparing a monthly Make-and-Take craft kits, ordering CDs & DVDs, monthly program fliers and updating Yodeck monthly. This position is also responsible for planning a monthly art program, Dog Tales, outreach visits and other programs as needed.

Qualifications

- Master of Library Science from an accredited American Library Association (ALA) Institution; MLIS Students may apply
- Applicate must provide Act 34 Criminal Record Check, Act 151 Child Abuse History and FBI Fingerprint Clearances upon offer of employment.
- Experience with Microsoft Office, CANVA, LibraryAware, Facebook, Yodeck, WordPress and YouTube
- Good communication, planning and organizational skills a must.
- Have the ability to stand and sit for long periods of time, bend, lift, and carry up to 40lbs, operate a motor vehicle, and hold a valid driver's license.

The weekly hours for this position are Monday evenings from 5-9 PM, Wednesday evenings from 5 – 9 PM, Thursday mornings from 9 AM-1 PM, Saturdays (2nd and 4th) from 8:30 AM– 5 PM; and Sundays (1st, 3rd and 5th) from 12:30 – 5 PM. Other hours may be available.

Applications will be accepted until an appropriate candidate has been identified. Salary is $19 per hour.

Send cover letter and resume to:

Jen Farmerie, Head of Children's Services
Sewickley Public Library
500 Thorn Street
Sewickley, PA 15143
or email: farmeriej@eiNetwork.net

Sewickley Public Library is an Equal Opportunity Employer
https://sewickleylibrary.org/