**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 monthly Make-and-Take craft kits, ordering CDs & DVDs, creating 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
* Applicant 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 $20 per hour with PTO.

**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](mailto:farmeriej@eiNetwork.net)

*Sewickley Public Library is an Equal Opportunity Employer*

<https://sewickleylibrary.org/>