

**South Fayette
Township Library**

515 Millers Run Road • Morgan, PA 15064
Phone: 412-257-8660
southfayettelibrary.org



**Bridgeville
Public Library**

505 McMillen Street • Bridgeville, PA 15017
Phone: 412-221-3737
bridgevillelibrary.org

Youth Services Library Specialist

Two Positions Available

Primary Location Position 1: South Fayette Township Library

Primary Location Position 2: Bridgeville Public Library

Employment Status: Part Time
(28 – 32 hours per week)
Combination of daylight, evening, and
weekend hours

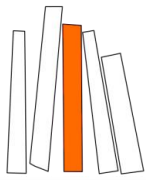
Starting Wages: \$15.00/hr.
Benefits and retirement available
Reports to: Library Director / Youth
Services Coordinator

Duties include but not limited to:

- Design, promote, execute and evaluate:
 - Library programs for children's, tweens, teens and families and special events
 - Outreach/visits to local schools, daycares and similar institutions
- Assist Youth Services Supervisor with program preparation and execution as assigned
- Collect statistics on programs and attendance, and complete reports as necessary
- Maintain public calendar for programming
- Assist in maintaining library Social Media/webpage
- Provide reference and readers' advisory service
- Develop bibliographies and promotional materials
- Assist in developing and maintaining children/teen collections
- Coordinate and supervise teen volunteers
- Collaborate with other staff on library projects and events
- Perform Circulation Desk Duties as assigned
- Assist with grant applications and administration
- Assist with fundraising activities
- Participate in continuing education opportunities and professional development

Qualifications:

- Demonstrate commitment to customer service
- Excellent interpersonal and communication skills
- Ability to establish and maintain effective working relationship with staff and public
- Ability to multitask
- Operate computers and relevant software
- Knowledgeable about children's, young adult, and adult resources in all formats



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Requirements:

- Master's degree in Library Science from an ALA accredited program OR an equivalent combination of education and experience relating to Early Childhood Education/Development
- Experience as a children's librarian or working with youth and families highly preferred
- PA Child Abuse Clearances required immediately upon hire

Organization Background

South Fayette Township Library and Bridgeville Public Library established a partnership in 2013 in order to promote shared resources, programming opportunities, and staffing. The libraries are located approximately six miles apart serving the Township of South Fayette, the Borough of Bridgeville, and surrounding communities including the South Fayette School District and Chartiers Valley School District.

Both positions are available immediately.

Please send a resume, cover letter, and three references to:

Ben Hornfeck, Director
South Fayette Township Library
515 Millers Run Road
Morgan, PA 15064
or electronically to hornfeckb2@einetwork.net