Easton Area Public Library – Main Library
Part-time Youth Services Department

The Easton Area Public Library has an opening for a part-time Youth Services Assistant at the Main Library in Easton, PA.

The position would average **15 hours/week** @ $15.00/hour.
(Schedule includes two evening shifts, with additional shifts - daytime and/or Saturdays - as needed)

Duties include:

- Assisting patrons in using the library, including handling ILLs and references to Palmer when necessary; enforcing Library and Youth Services rules
- Performing various duties in the book stacks including shelving, shelf reading, straightening, shifting, and general stack maintenance
- Answering library questions in person, via email, and over the phone
- Helping patrons find materials and retrieving items from the library stacks
- Assisting with preparation and implementation of passive and active library programs
- Contributing to monthly book displays as needed
- Planning and implementing programming
- Adherence to the Code of Ethics of the American Library Association
- Other duties as assigned by the Youth Services Coordinator or Library Director

Qualifications:

Education
- High school diploma, Library Technical Assistant certification preferred
- Library experience desirable

Skills
- Strong customer service, communication, and interpersonal skills
- Good data entry skills and ability to input information accurately
- Must be able to stand, bend, reach, lift, and push a book truck
- Experience with basic computer functions and programs including Microsoft Office and Google Drive
- Comfortable assisting with activities for children, teens, and adults
- Bilingual in both English/Spanish preferred but not necessary to apply

Employment application can be found at www.eastonpl.org/PDFS/JobApplicationForm.pdf. Paper applications are available at the Main Library and Palmer Branch

Qualified adult candidates should send application and resume by Monday, November 30, 2026 in person or via email to:
Amber Tortorelli, Coordinator of Youth Services
Easton Area Public Library
515 Church Street
Easton, PA 18042
ambert@eastonpl.org