



3612 Kutztown Rd
Laureldale, Pa 19605
610-929-0589

director@muhlenbergcommunitylibrary.org

Youth Services Volunteer

Purpose: To offer an opportunity for teens or young adults to acquire practical experience while working in a public library. Volunteer will assist the Youth Services Librarian with planning and running the Summer Reading Program and other library services to gain valuable public library experience as well as innumerable transferrable skills.

Setting: Muhlenberg Community Library is a member of the Berks County Public Libraries system. It is a medium-sized public library with over 35,000 items in the collection that serves a population of over 22,000.

Hours: Negotiable. Duties commence at applicant's discretion, no later than May 28th. Duration of duties is negotiable as well.

Duties:

1. Assist with the Summer Quest Program, story times, and other repeating programs for children and teens. Also, set up patron-self-led programs and document program attendance.
2. Assist with daily library upkeep including but not limited to: Using Spark-patron side, shelving materials, edging, and shelf reading of the youth areas, calling patrons, and assisting with basic reference questions.
3. Contribute, manage, or edit library publications and social media which include newsletters, handouts, reports, and materials for special events through writing, researching, and editing.
4. Help to create and upkeep displays and book bundles.
5. Light lifting, pushing, and pulling of up to 15lbs.
6. Other duties as assigned.

Candidate should have reliable transportation, minimum age 12, reliable, and willingness to learn

Bonus Skills: Candidates proficient in the following skills will be given appropriate tasks to match skillset: Strong computer skills, proficient in Microsoft Office, detail oriented, able to handle multiple tasks, strong interpersonal skills, and/or proven customer service skills.

To Apply: Email Sarah Kiebach at muhlsarahk@gmail.com

Clearances required:

- Minors (under 18): None
- Adults 18+: PA Child Abuse History Clearance, PA Criminal Background Check, and FBI Criminal Background Check