



EMPLOYMENT OPPORTUNITY

MIFFLIN COMMUNITY LIBRARY Library Assistant (**Summer Student/Temporary**)

The Mifflin Community Library is seeking an enthusiastic, friendly student (minimum age 16) to work for the library during the summer of 2017. This employee will assist in presenting summer reading programs, as well as working with other adult library assistants to oversee the circulation desk, shelve books, and other miscellaneous tasks as assigned.

Hours: 20-30 hrs total/biweekly (usually 10-15 hrs/week) for 11 weeks, including some evening and Saturday hours. All staff scheduling is coordinated on a two-week basis by the Library Director to ensure coverage during the 52 hours/week of operation, and schedules may vary weekly as needed. Candidate must be available most Monday, Tuesday and Wednesday mornings as well as Thursday evenings from June 5 through August 19.

Starting Date: June 5, 2017

Ending Date: August 19, 2017

Starting Salary: \$8.50/hour

Benefits: None

Minimum Qualifications: Candidate must be high school or college student at least 16 years of age by May 19, 2017, and must communicate effectively with the public, work well with children of all ages, work independently, and possess good to excellent computer skills. Preference will be given to applicants who reside in the Governor Mifflin School District and have had previous experience working with small children and/or working or volunteering in a library.

Applicants must have the following clearances: PA Criminal Record Check, PA Child Abuse History, Mandated Reporter Training and FBI Criminal Background Check.

Interested persons should mail, email, or deliver a resume and the names and contact information (phone number and/or email address and mailing address) of two references to the following address:

Patricia Reichl, Library Director
Mifflin Community Library
6 Philadelphia Ave.
Shillington, PA 19607
Email: mifflincl@berks.lib.pa.us



Application review will begin **May 1, 2017**. Position is open until filled.
Mifflin Community Library is an equal opportunity employer.