

Position Opening—Library Assistant

The Muhlenberg Community Library is seeking an enthusiastic and friendly part-time library clerk to work at the circulation desk for approximately 18-20 hours a week.

The alternating work schedule will include at least 2 evenings and two Saturdays a month. Hours needed for Week A include Monday 10-2, Tuesday 4-8, Wednesday 10-3, and Thursday 3-8. Hours needed for Week B: Tuesday 10-2, Wednesday 4-8, Thursday 3-8, and Saturdays 9-4. Other hours as needed, including monthly staff meetings usually held on Fridays. The ideal candidate for this position works well in a team-oriented environment, enjoys working with people of all ages, possesses excellent oral and written communication skills, has strong customer service skills, and is proficient in all Microsoft applications. Strong computer skills are required as duties include teaching basic computer skills and job searching classes. A flexible schedule is a must. Prior library experience is preferred. Coding knowledge and/or bilingual Spanish is a plus.

The primary responsibilities of the position include:

- Checking in/out of library materials
- Assisting patrons with computers
- General reference
- Reader's advisory
- Pulling items for holds
- Calling patrons for holds
- Collecting materials from book-drop
- Shelving material/Shelf reading
- Opening/closing the library
- Teaching basic skill classes
- Monitoring a Teen Self-led program
- Other duties as assigned

Starting Salary: \$9.00 / hr

The following three clearances are required prior to start date: PA Child Abuse Clearance, PA Criminal Record Check and FBI Criminal Background Check.

Please mail/email your resume and three professional references to:

Melissa Adams, Library Director
Muhlenberg Community Library
3612 Kutztown Rd.
Laureldale, Pa. 19605
muhlenbergcl@berks.lib.pa.us

Applications will be accepted until August 25, 2017 or until the position is successfully filled.

Muhlenberg Community Library is an Equal Opportunity Employer.

