



75 A South Brooke Street
Robesonia, PA 19551
610-693-3264
robesoniac@berks.lib.pa.us

The Robesonia Community Library is looking for a part-time Library Aide to work at the circulation desk for 14 to 18 hours per week. The ideal candidate must be customer focused, possess above average computer skills, and the ability to work individually or as part of a team.

Duties will include checking materials in and out of the library, assisting patrons in finding materials, collecting items from the book drop, emptying shipments, collecting fines and fees, shelving materials, opening and closing the library, assisting patrons using computers, notifying patrons and answering phones. Additional duties will include assisting in the preparation of library materials for circulation.

Physical activities include reaching, bending, kneeling as well as being able to stand for long periods of time.

Hours will be: Mondays 9:00 am to 12:00 pm, Wednesdays 5:00 pm to 8:00 pm, Fridays 9:00 am to 1:00 pm, First, Third and Fifth Saturdays 9:00 am to 1:00, Thursdays 10:00 am to 2:00 pm when not working Saturday.

Salary starts at \$8.00 an hour. PA Child Abuse Clearance, PA Criminal Record Check, FBI Criminal Background check and a Berks County Public Library card in good standing are required before beginning paid employment. Applications will be accepted until the position has been filled.

Please deliver or send your resume and three professional references to:

Robesonia Community Library
Attn: Abby Brunner, Library Director
75-A South Brooke Street
Robesonia, PA 19551

Or

Email to:

robesoniac@berks.lib.pa.us