



Part-Time Opening—Library Assistant

The Muhlenberg Community Library is expanding our team! We are seeking an enthusiastic and friendly Library Assistant to work at the circulation desk for approximately 20-30 hours a week. Hours will include evening shifts (til 8pm) and every other Saturday.

The ideal candidate for this position thrives in a team-oriented environment, enjoys working with people of all ages, communicates well, has strong customer service skills, and is proficient in Microsoft applications. Strong computer skills are required. A flexible schedule and prior library experience is preferred. Bilingual Spanish is a plus.

The schedule may vary periodically. Here is an example of a possible alternating schedule:

Week A: Mondays & Tuesdays 1-8pm, Wednesdays & Thursdays 11-5, Saturdays 9-4

Week B: Mondays & Tuesdays 1-8pm, Wednesdays & Thursdays 10-3

The primary responsibilities of the position include:

- Checking in/out library materials
- Issuing library cards
- Opening/closing the library
- Assisting library users with computers, answering their questions, & locating books, etc.

For more information about the job duties, you can find the job description here:

www.berkslibraries.org/branch/muhlenberg/about-us

The following clearances are required prior to start date:

1. PA Child Abuse Clearance
2. PA Criminal Record Check
3. FBI Criminal Background Check.

Please email your resume and letter of interest to:

Melissa Carroll, Library Directress

muhlenbergcl@berks.lib.pa.us

Applications will be accepted until the position is successfully filled.

Salary Range: \$11.00-\$13.00 / hr

Muhlenberg Community Library is an Equal Opportunity Employer, and all qualified applicants will receive consideration for employment without regard to race, color, religious creed, handicap, ancestry, national origin, age, or sex.