



## **Part-Time Opening—Library Assistant Evening/Weekends**

The Mifflin Community Library is expanding our team! We are seeking an enthusiastic and friendly Library Assistant to work at the circulation desk for approximately 10-15 hours a week. Hours will include evening shifts (5pm till 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. The schedule may vary periodically as needed.

The primary responsibilities of the position include:

- Checking in/out of library materials
- Issuing library cards
- Opening/closing the library
- Assisting library users with computers, questions, & locating books, etc.
- Full list of duties available upon request.

Please email your resume and 3 references to:

**Natasha Donaldson, Library Director**

[mifflinlibrary@mifflinlibrary.org](mailto:mifflinlibrary@mifflinlibrary.org)

610-777-3911

The following clearances are required prior to start date:

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

Applications will be accepted until the position is successfully filled.

Beginning Rate: \$11.50/hr.