

Spring Township Library Association is seeking candidates for the position of **Circulation Coordinator**

The position averages 30 hours per week. Salary starts at \$11.50/hour with and increase to \$12.00/hour upon a successful 90 day review.

Requirements

- Bachelor's Degree preferred with three years of relevant library experience
 - Strong commitment to customer service. Enthusiastic, extroverted demeanor with the ability to build relations with staff and patrons of all ages.
 - Supervisory experience is desired but not required.
 - Must be able to work independently as well as with library staff.
 - Excellent written and verbal communication skills.
 - Must possess a reputation of honesty, integrity and reliability.
 - Must be able to access, retrieve, enter and update information using a computer.
- Provide Act 34 Criminal Record Check, Act 151 Child Abuse History and FBI Clearances and Mandated Reporter Training completion certificate.

HOURS: Part time, in addition to daylight hours, various evening and weekend hours are required.

If interested, please submit a resume and 3 references to the following:

Barbara Kline, Director
Spring Township Library
78-C Commerce Drive
Wyomissing, PA 19610
springtwp@berks.lib.pa.us

