

Part-Time Position Opening—Library Assistant

The Muhlenberg Community Library is expanding their team and seeking an enthusiastic and friendly Library Assistant to work at the circulation desk for approximately 15-20 hours a week.

The ideal candidate for this position works well in a team-oriented environment, enjoys working with people of all ages, possesses excellent communication skills, has strong customer service skills, and is proficient in all 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; this is an example of the alternating schedule:

Week A: Tuesdays 10-2, Thursdays 10-2, and Saturdays 9-4

Week B: Tuesdays 10-2, Wednesday 2-8, and Thursdays 10-2.

The primary responsibilities of the position include:

- General Circulation Desk duties, such as but not limited to: Checking in/out library materials, Assisting patrons with computers, Reference and 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 and assisting with Book-a-Librarian sessions
- Responsibility of at least one back-office duty.
- Attend staff meetings
- Other duties as assigned

Salary Range: \$9.00-\$13.00 / 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:

Eileen Simms, Assistant Library Director
Muhlenberg Community Library
3612 Kutztown Rd.
Laureldale, Pa. 19605
muhlenbergcl@berks.lib.pa.us

Applications will be accepted until the position is successfully filled. For more information, including a Job Description, please visit the About Us page of our website:

<https://www.berkslibraries.org/branch/muhlenberg/about-us>



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.