



Part-time Position Available

Circulation Clerk

Brandywine Community Library

60 Tower Drive, Tipton, Pa 19562

www.berkslibraries.org/branch/brandywine

The ideal candidate will be friendly and outgoing, have excellent computer and customer service skills, the ability to work individually and as part of a team, and a strong desire to give assistance to the public. Some heavy lifting is required. Minimum education qualification is a high school diploma.

Duties will include working at the front desk, assisting and calling patrons, checking materials in and out, opening and closing the library, collecting materials from the book drops, general reference and Reader's Advisory, shelving materials, handling cash and other duties as assigned. A familiarity with libraries preferred and internet skills are required.

Schedule: 10 hours a week, Tuesday (10 am-3pm) and Wednesday (10 am-3 pm) and a Saturday rotation once a month. The ideal candidate has some flexibility to cover other shifts as needed. Pay rate is \$9.75/hr to start with possible increase after 6 month probation.

All employees must obtain the following three clearances before starting employment: (1) Pennsylvania Child Abuse History Clearance, (2) Pennsylvania State Police Criminal Record Check, and (3) FBI fingerprint check.

If interested, please send your resume and a cover letter to:

Heather Wicke

Library Director

Brandywine Community Library

60 Tower Drive

Topton, PA 19562

Or email to brandywinecl@berks.lib.pa.us

Brandywine Community Library is an Equal Opportunity Employer