



**Part-Time Library Assistant Position Available
at Bethel-Tulpehocken Public Library**

Bethel-Tulpehocken Public Library is looking for a friendly individual to work 8 or more hours per week beginning by August 2021. Pay starts at \$9.00/hour.

Candidates must:

- Have evening and weekend availability and scheduling flexibility
- Interact well with the public, including children
- Be self-motivated and reliable
- Have experience using the computer
- Be open-minded, adaptable, and ready to learn

Job duties:

- Make visitors feel welcome and aid them in using the library
- Sustain a warm, friendly environment for other employees and patrons
- Assist patrons on the computer and with printing, copying, scanning, and faxing
- Complete circulation duties such as check in, check out, and requesting materials
- Process new materials and help maintain the collection
- Assist with events
- Assist the directors as needed

Physical requirements:

- Long periods of standing
- Frequent lifting of 25+ pounds
- Bending, kneeling, and reaching
- Operating a keyboard and office equipment

Bethel-Tulpehocken Public Library is an equal opportunity employer and will make reasonable accommodations to ensure access to everyone.

If interested, submit your resume and availability to:

bethelp1@berks.lib.pa.us

attn: Kaitlin Lehman

No phone calls, please.

The selected individual must pass Child Abuse, PA, and FBI fingerprinting clearances before beginning work at the library.