



Boone Area Library
129 N. Mill Street Birdsboro, PA 19508
P: (610) 582-5666 Email: boone@berks.lib.pa.us
<https://www.berkslibraries.org/branch/boone>

Part-time Library Assistant Job Posting

The Boone Area Library looking for a friendly and outgoing people person to assist patrons with library services. Tasks include shelving books and other material, retrieving and processing materials, use of computer systems, providing outstanding customer service and other duties as assigned. We offer flexible hours in a casual work atmosphere. Must be able to work individually and as part of a team.

Required Qualifications

HS Diploma or equivalent

Basic computer and office machine experience

- Word, Excel, Internet searches, and ability to use a scanner/copier

Customer Service experience

Ability to gain proficiency using the Polaris system

Familiarity with the Dewey Decimal system

Preferred Qualifications

Previous library experience, but will train as necessary

Compensation

Pay is \$8 per hour with no benefits

Schedule

Flexible Work schedule is approximately 10-20 hours per week

Physical Requirements

Requires physical ability to frequently stoop, bend, kneel, stand, or sit for prolonged periods of time; requires ability to lift and carry approximately 50 lbs.

Required Documents

Please submit a resume and cover letter that includes references and details how your experience and qualifications make you a great candidate for this position

Resume and Cover Letter can be emailed to: mypookieg@gmail.com

Note to Applicant

References will be contacted at the appropriate phase of the recruitment process.

This position requires the following clearances (1) Pennsylvania Child Abuse Clearance, (2) Pennsylvania State Police Criminal Record Check, and (3) FBI Fingerprint Check