



24 N. Reading Ave.
Boyertown, PA 19512
dpulginostout@boyertownlibrary.org
610.369.0496

Library Assistant/Passport Agent
Part-Time
25 hrs per week

Boyertown Community Library is looking for a friendly, helpful individual who enjoys working with the public and will help us carry out our mission to provide informational resources, programs, and services for the personal enrichment, education, and enjoyment of all citizens and for the betterment of the community.

Essential Functions:

- Welcome and assist all patrons in using the library and its resources.
- Provide excellent customer service and work associated with fulfilling patron needs, including registering new patrons, check-ins, check-outs, and handling reserved materials at the circulation desk and over the phone.
- Help with processing daily deliveries of materials.
- Assist patrons with computer issues.
- Assist patrons with printing, copying, scanning documents.
- Assist with mending books, cleaning discs, and other collection maintenance tasks.
- Assist in cleaning of the library. Duties may include dusting, vacuuming, wiping down surfaces, mopping floors, and cleaning restrooms.
- Completes 3 continuing education credits per year.
- Assist with opening duties on days full time staff are not available. Being capable of counting the cash drawers and opening the library as standard.
- Process passport applications (once probationary period is over and training has been completed).
- Assist patrons in making appointments for passports, after required training.
- Other duties as assigned.

Qualifications:

- High school diploma or equivalent.
- Must be 18 years of age or older.
- Experience as library worker or volunteer preferred.
- Experience with use of computers and office equipment required.
- Evening and weekend availability.
- New hires are subject to fingerprinting and background checks upon acceptance of an offer of employment.

Boyertown Community Library is a 501 (c) (3) non-profit organization with Federal Tax ID 23-2519885.
The official registration and financial information may be obtained from the Pennsylvania Department of State by calling 1-800-732-0999.
Registration does not imply endorsement.

Tina Brown
President

Kelly Kindig
Vice President

Robert Kistler
Secretary

Dodie Heffner
Treasurer



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Physical Requirements:

While performing the duties of this job the employee: may be frequently required to move and/or lift materials up to 25 pounds and push a loaded book truck weighing up to 100 pounds; regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit; operate a keyboard at efficient speed and typical office equipment, including computer hardware; regularly required to talk and/or hear; use hands to operate objects, tools, or controls; and reach with hands and arms. Occasionally required to attend off-site meetings. Occasionally exposed to outside weather conditions.

Part-time 25 hrs/week. \$15 per hour.

Send resume to Denise Pulgino Stout at dpulginostout@boyertownlibrary.org.

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