

# Part-time Position Available

## Circulation Clerk

**Brandywine Community Library**

60 Tower Drive, Tipton, Pa 19562

[www.berkslibraries.org/branch/brandywine](http://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.

This position is for 7.5 hours a week. It is a set schedule for Thursdays with two Saturdays a month.

Schedule: Thursday (12 -5pm) and Saturday (10 am-3 pm twice a month and set a few months in advance) Attendance at the monthly staff meeting is required, meetings fall on the third Thursday 9-10 AM. The ideal candidate has some flexibility to cover other shifts as needed. Pay range is \$9.75-\$11.00/hr based upon prior work experience.

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 have not resided in PA for the last 10 years.

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 [bcl@brandywinelibrary.org](mailto:bcl@brandywinelibrary.org)