



Job Title: Library Aide

Reports To: Library Director

Date Prepared: 11/15/2021

The Bernville Area Community Library is in search of a Library Aide who is passionate about reading and has an outgoing personality with the ability to build relationships with people of all ages.

This is a part time position including daytime, evening and weekend hours for a between 5-15 hours weekly

Requirements

- Strong commitment to customer service
- Excellent communication skills
- Know of popular authors and literature genres
- Computer skills MS office and basic internet to help patrons
- Dependability and punctuality are a must
- FBI clearances, PA criminal record check and PA Child Abuse history required prior to employment

Other duties

- Greet and direct patrons in the library
- Circulate library materials
- Issue library cards
- Collect fees
- Respond to patron requests both in person and over the telephone
- Notifies patrons of holds and overdue materials
- Train and assist the public in the use of electronic and print resources
- Other duties as assigned by the Library Director

Please send all letters of interest and resumes to bernvillacl@berks.lib.pa.us