



110 West Arch Street  
Fleetwood, PA 19522  
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[www.berkslibraries.org/fleetwood](http://www.berkslibraries.org/fleetwood)  
fapldirector@berks.lib.pa.us

## Part-Time Library Clerk Position Available

Join our dedicated and passionate team at the Fleetwood Area Public Library!

### REQUIREMENTS:

- Possess above average computer skills
- Have a strong commitment to customer service
- Enjoy interacting with the public
- Be self-motivated, reliable, and flexible
- Ability to work well with people of all ages and independently.

### HOURS:

- 8-12 hours per week
- Must be available Tuesday evenings 3-7pm and Thursday evenings from 4-8pm
- Must be able to work two Saturdays per month from 8:30am-4pm

### MINIMUM QUALIFICATIONS:

- Must be at least 18 years of age
- High School Diploma or equivalent
- Must have the following clearances: PA Criminal Record Check, PA Child Abuse History, and FBI Criminal Background Check

### DUTIES:

- Greet and assist library patrons and volunteers with a welcoming and professional demeanor
- Perform duties at the Circulation Desk including but not limited to: checking books in and out, issue library cards, process payments, shelving library materials, searching for and placing hold requests for patrons, and other duties as needed.
- Answer phones and perform Readers' Advisory as needed
- Assist patrons with computer and internet usage, faxing, copying, and scanning documents
- Participate in continuing education workshops and webinars as requested by the Library Director
- Assist other staff with maintaining an organized and clean facility
- Occasionally assist with the development and facilitation of programs for all ages

**Starting Salary is \$10.00 per hour.**

**Fleetwood Area Public Library is an Equal Opportunity Employer.**

**Interested candidates should submit a resume to:**

**Jennifer Schwegler, Library Director**

**fapldirector@berks.lib.pa.us**