Fleetwood Area Public Library
Library Clerk/Volunteer Coordinator Job Description

Qualifications:

All staff members must maintain the following security clearances: FBI Clearance Check, PA Child Abuse History, and PA Criminal Record Check. A copy of all valid clearances will be kept in the employee's personnel file. Excellent communication and customer service skills, in addition to strong computer skills, must be utilized on a daily basis.

Duties:

a) Frequently performs routine circulation desk duties using the library's circulation system such as: checking items in/out, placing requests, changing item statuses as needed, and completing the pull list.
b) Frequently assigns public computers to patrons, troubleshoots technology problems, answers the phone, sends faxes, makes copies, scans documents, and empties the outdoor book drop.
c) Accurately denotes payment of fees using the library's standard operating procedure and accepts credit/debit card payments as needed.
d) Coordinates tasks for volunteers to complete such as shelving, mending materials, creating sample crafts, etc.
e) Participates in continuing education workshops and webinars as requested by the Library Director and in accordance with requirements set forth in the Pennsylvania Library Code.
f) May be trained to use the library's standard operating procedure to process new magazines into the library's circulation system.
g) Manage, Schedule, and train volunteers.
h) Work with the Director to make sure volunteer clearances remain current.
i) Other duties as assigned by the Library Director.

Salary & Hours of Work:

a) The Library Clerk is scheduled by the Library Director to work a variety of daytime and evening hours, in addition to one Saturday per month. Additional hours may be assigned by the Library Director based on the needs of the library. The Library Clerk typically works 8-12 hours per week.
b) Pay rate is determined by the Board of Trustees based on educational background and quality of service. All employees are paid on an hourly basis. The Library Clerk will receive holiday pay if a holiday falls on his/her regularly scheduled day of work.
c) Vacation is paid as follows:
    1. Years 2 & 3 = time equal to number of hours worked per week
    2. Years 4-9 = two times the number of hours worked per week
    3. Year 10 & up = three times the number of hours worked per week. Up to two weeks of vacation time may be carried over to the

following year. Additional vacation time not taken will result in a loss of vacation pay.

d) Library Clerks are not eligible for any medical, dental, vision, or any other insurance benefits.
e) Library Clerks are not eligible for any retirement benefits.
f) The Library Director will complete a yearly evaluation of the employee's performance.

Approved by the Fleetwood Area Public Library Board of Trustees 8/16/2016
Reviewed by the Fleetwood Area Public Library Board of Trustees 9/19/2017, 4/20/21, 3/21/2023