

## Position Opening—Library Assistant/Adult Programming

The Muhlenberg Community Library is seeking an enthusiastic and friendly part-time library clerk to work at the circulation desk for approximately 17-21 hours a week.

The alternating work schedule will include at least 2 evenings and two Saturdays a month. Desired hours for Week A: Monday 9:30-3, Tuesday 3-8, Wednesday 3-8, and Thursday 9:30-3; for Week B: Wednesday 3-8, Thursday 9:30-3, and Saturdays 9-4. Other hours as needed, including monthly staff meetings usually held on Fridays. The ideal candidate for this position works well in a team-oriented environment, enjoys working with people of all ages, possesses excellent oral and written communication skills, has strong customer service skills, and is proficient in all Microsoft applications. Creativity, attention to detail, and time-management skills are required as duties include planning and facilitating adult programs, teaching basic computer skills and job searching classes, and assisting with publicity. A flexible schedule and prior library experience is preferred. Bilingual Spanish is a plus.

The primary responsibilities of the position include:

- General Circulation Desk duties, such as but not limited to: Checking in/out library materials, Assisting patrons with computers, Reference and Reader's advisory, Pulling items for holds, Calling patrons for holds, Collecting materials from book-drop, Shelving material/Shelf reading
- Opening/closing the library
- Planning and facilitating adult programs and fundraising events
- Teaching basic skill classes and assisting with Book-a-Librarian sessions
- Creating flyers, displays, and publicity material
- Attend staff and programming meetings
- Other duties as assigned

**Starting Salary: \$9.00 / hr**

The following three clearances are required prior to start date: PA Child Abuse Clearance, PA Criminal Record Check and FBI Criminal Background Check.

**Please mail/email your resume and three professional references to:**

Melissa Adams, Library Director  
Muhlenberg Community Library  
3612 Kutztown Rd.  
Laureldale, Pa. 19605  
muhlenbergcl@berks.lib.pa.us

Applications will be accepted until September 30, 2019 or until the position is successfully filled. For more information, including a Job Description, please visit the About Us page of our website:

<https://www.berkslibraries.org/branch/muhlenberg/about-us>

Muhlenberg Community Library is an Equal Opportunity Employer.

