

Position Opening—Substitute Library Assistant

The Muhlenberg Community Library is seeking an enthusiastic and friendly part-time library assistant to substitute on an as needed basis at the circulation desk. If you have a flexible schedule, and love engaging with people of all kinds, this may be the job for you. Substitutes work mostly on an as-needed basis and are not guaranteed a minimum number of hours. **Candidates must be available to cover weekdays and evenings, as well as Saturdays, frequently on short notice.**

Required qualifications:

- High school Diploma or equivalent
- Excellent oral and written communication skills
- Customer service experience and strong interpersonal skills
- Proficiency with computers and Microsoft Office programs
- Availability to work all shifts on short notice, including nights and weekends
- Availability to attend periodic staff meetings on Fridays

The primary responsibilities of the position include:

- General Circulation Desk duties, such as but not limited to: Checking in/out library materials, Assisting patrons, Reference and Reader's advisory, Processing holds, Shelving material.
- Opening/closing the library
- Attend staff meetings
- Other duties as assigned

Hours

As needed. Possible staffing hours include: Monday - Thursday 9:00am to 8:00pm, Friday 9:00am to 4:00pm, Saturday 9:00am to 4:00pm.

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 July 31, 2021 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.

