



Sinking Spring Public Library
3940 Penn Avenue
Reading, PA 19608

The Sinking Spring Public Library is seeking an enthusiastic and friendly individual with a passion for providing excellent customer service to join our team as a Library Assistant. This is a part-time position requiring Monday through Thursday evenings and two Saturdays per month.

Requirements:

- Availability Monday-Thursday evenings (hours 4:00 PM- 7:00 PM), two Saturdays per month (hours 8:00 AM- 3:00 PM)
- Possess a strong commitment to customer service
- Enjoy interacting with the public
- Be self-motivated, reliable, and flexible
- Possess above-average computer skills

Duties:

- Greet and assist library patrons with a welcoming demeanor
- Perform duties at the Circulation Desk including: check-in, check-out, issue library cards, process payments, shelving library materials, and other duties as needed
- Answer phones and perform Readers' Advisory
- Assist patrons with computer and internet usage, faxing, and scanning documents
- Assist other staff with maintaining an organized and clean facility
- The ideal candidate will be willing to become a trained U.S. Passport Agent and be able to process passport applications and take photos

Qualifications:

- High School Diploma or equivalent
- Experience working in a library is preferred
- Must be at least 18 years of age
- Must have the following three clearances prior to the start of employment: PA Child Abuse Clearance, PA Criminal Record Check, and FBI Criminal Background Check

Physical Requirements:

- This position may require standing for long periods of time, frequent bending and kneeling, and lifting of up to 25 pounds
- Operating a keyboard and office equipment

Starting Salary is \$9.00 per hour

Sinking Spring Public Library is an Equal Opportunity Employer and will make reasonable accommodations to assure access to all patrons.

Interested candidates should submit a resume to:

sspl@berks.lib.pa.us

attn.: Kim Cowell