

**SINKING SPRING PUBLIC LIBRARY**  
3940 PENN AVENUE • SINKING SPRING, PA 19608 • 610-678-4311

**Part-Time Position Opening: Passport Acceptance Agent & Library Assistant**

**Expected Schedule:** Tuesdays 1-7pm, Thursdays 2-7pm, and Saturdays between 8am-3pm and a possibility of other afternoons/evenings as needed.

**Weekly Hours:** 15-20 hours per week.

**Starting salary:** \$12.00 an hour plus bonus pay per passport processed.

**Clearances Required:** Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal History Clearance, Federal Bureau of Investigations (FBI) Criminal History Clearance.

**Please have three professional references ready to submit at the time of your interview.**

The Sinking Spring Public Library is seeking a service-oriented, outgoing, and enthusiastic library assistant to work at the circulation desk. This position will also be required to be trained to become a U.S. passport acceptance agent.

The ideal candidate must work well individually and as part of a team. Applicants must possess above-average computer skills including familiarity with Microsoft Word, Excel, and general Internet usage. Bilingual speakers are highly preferred. This is a permanent year-round position. Applicants must be reliable and able to work assigned hours. There is a 90-day probationary period for new hires.

**Essential Functions:**

- Process passport applications (once the training period is complete.)
- Assist patrons in making appointments for passports, after required training.
- Take passport photos.
- Welcome and assist all patrons in using the library and its resources.
- Provide excellent customer service and work associated with fulfilling patron needs, including registering new patrons, check-ins, check-outs, and handling reserved materials at the circulation desk and over the phone.
- Help with processing daily deliveries of materials.
- Assist patrons with computer issues.
- Assist patrons with printing, copying, scanning documents.
- Assist with mending books, cleaning discs, and other collection maintenance tasks.
- May assist with Inter-library Loans, Serials processing, Item processing.
- Assist in cleaning of the library. Duties may include dusting, vacuuming, wiping down surfaces, putting away toys, and cleaning restrooms.
- Completes 3 continuing education credits per year.
- Assist with opening and closing duties.
- Being capable of counting the cash drawer.
- Other duties as assigned by the Director and Assistant Director.

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### **Qualifications:**

- High school diploma or equivalent.
- Applicants must be at least 18 years of age.
- Evening and weekend availability.
- Experience as library worker or volunteer preferred.
- Bilingual candidates highly preferred.
- Experience with use of computers and office equipment required.
- New hires are subject to fingerprinting and background checks upon acceptance of an offer of employment.

### **Physical Requirements:**

While performing the duties of this job the employee: may be frequently required to move and/or lift materials up to 25 pounds and push a loaded book truck weighing up to 100 pounds; regularly required to stand for extended periods of time, walk, bend, kneel, crawl, reach, climb, balance, and sit; operate a keyboard at efficient speed and typical office equipment, including computer hardware; regularly required to talk and/or hear; use hands to operate objects, tools, or controls; and reach with hands and arms. Occasionally required to attend off-site training. Occasionally exposed to outside weather conditions.

**Resumes will be accepted until the position is filled. Contact us by phone for our email if needed.**

Candidates should e-mail a resume, three professional references, and clearances to the Library Director and Assistant Director:

Wenonah Riegel, Library Director  
[director@sinkingspringlibrary.org](mailto:director@sinkingspringlibrary.org)

Andrea Haas, Assistant Director  
[Assistant.director@sinkingspringlibrary.org](mailto:Assistant.director@sinkingspringlibrary.org)

Candidates should hand deliver or mail a resume, cover letter,  
three professional references, and clearances to:

Attn: Hiring  
Sinking Spring Public Library  
3940 Penn Ave  
Sinking Spring, PA 19608

*Updated 02/02/2026*