

Employment Opportunity Library Assistant

The Spring Township Library Association, which includes the **Spring Township Library** and the **West Lawn-Wyomissing Hills Library**, is in search of a Library Assistant who is passionate about reading and has an outgoing personality with the ability to build relationships with people of all ages.

This is a part time position including daytime, evening and weekend hours. Rate starts at \$8.50 an hour with a \$.50 increase after a successful 90-day introductory period. Benefits include vacation time after one year.

REQUIREMENTS

- Strong commitment to customer service.
- Excellent communication skills.
- Knowledge of popular authors and literature genres.
- This position requires computer skills particularly in MS Office and internet.
- Dependability and punctuality are required.
- Provide Act 34 Criminal Record Check, Act 151 Child Abuse History and FBI Clearances.

CONDENSED LIST OF DUTIES

- Greets and direct patrons in the library.
- Circulate library materials, issue library cards, and collect fines/fees.
- Respond to patron requests both in person and over telephone.
- Notifies patrons of holds and overdue materials.
- Train and assist the public in the use of electronic and print resources.

Please send resume to:

Barb Kline, Library Director
78C Commerce Drive
Wyomissing, PA 19610
springtwp@berks.lib.pa.us

Spring Township Library Association is an Equal Opportunity Employer.

