

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 customer service, knowledgeable literature and has an outgoing personality with the ability to build relationships with people of all ages. This part time position includes daytime, evening and Saturday hours.

**Rate starts at \$9.50 an hour with a \$.50 increase after a successful 90-day 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.
- Respond to patron requests both in person and over telephone.
- Train and assist the public in the use of electronic and print resources.
- Circulate library materials, issue library cards, and collect fines/fees.
- Notifies patrons of requests and overdue materials.

Please send resume to:

Barb Kline, Library Director
78C Commerce Drive
Wyomissing, PA 19610
director@springtwplibrary.org

Spring Township Library Association is an Equal Opportunity Employer.

