WILLIAM JEANES MEMORIAL LIBRARY
Part-Time Opening: Library Assistants

The William Jeanes Memorial Library in Lafayette Hill is seeking two enthusiastic, customer-service-oriented, permanent part-time circulation desk assistants for days, evenings, and weekends. This is not a “sit-around and read all day” job! The successful candidate will be a self-motivated individual who is committed to delivering outstanding customer service, computer literate, able to work a flexible schedule including nights, weekends, and days, and is willing to multi-task in an occasionally hectic environment.

Title: Library Assistant

Schedule:
Must be able to work at least either of the schedules below.
- The weekend hours vary in the summer.
- Additional hours are available on an irregular basis
- Willing and able to cover additional shifts as needed, including mornings, evenings, Saturdays and Sundays.

Position 1:
- Two Sundays a month 12:30 – 5:00 pm (Labor to Memorial Day)
- Monday evenings 4:00 – 8:00 pm
- Friday mornings 9:30 am – 1:00 pm
- One Saturday a month 9:30 am – 5:00 pm (Labor to Memorial Day, 9:30 am to 2:00 pm during the summer)

Position 2:
- One Sunday a month 12:30 – 5:00 pm (Labor to Memorial Day)
- Monday evenings 4:00 – 8:00 pm
- Thursday evenings 4:00 – 8:00 pm
- Friday afternoons 1:00 – 5:00 pm
- One Saturday a month 9:30 am – 5:00 pm (Labor to Memorial Day, 9:30 am to 2:00 pm during the summer)

Hourly Rate: $11.00

Duties and responsibilities will include but are not limited to:
- Maintains excellent, professional customer service at all times.
- Answers informational and directional questions of library patrons in person and by phone. Routes patrons to other staff as needed.
• Checks out, checks in, and renews library materials, and notifies library patrons about fines and fees. Handles payments and properly records their receipt.
• Registers new library patrons. Renews and modifies records of current patrons.
• Assures the confidentiality of library use and library patron records.
• Resolves Circulation Desk problems, such as library patron concerns with lost or overdue items, fines, or registrations. Refers complex problems to the Circulation Manager.
• Performs Circulation Desk and Library opening and closing procedures, including cleaning and straightening the Library.
• Sorts and prepares items for shelving or filing, including interlibrary deliveries and emptying book drops.
• Shelves items daily.
• Shelf-reads on a regular basis.
• Searches for holds requests, in-transit, missing, lost, overdue, or other items and follows up with library patrons or staff as appropriate.
• Works both the main/Adult Circulation Desk and the Children’s Circulation Desk as needed. Should be comfortable in both environments.
• Assists patrons with their electronic devices and provide computer assistance to the public when the Reference Librarian is not available.
• Promotes and supports all Library activities, including fundraising.
• Demonstrates an ability to work with all members of the Library team.
• Participates in monthly full-staff staff meetings and annual In-Service days.
• Other responsibilities as assigned.

Essential Functions:
Customer Service: Must be able to communicate clearly and evenly in all situations. Able to work with patrons and staff from a variety of backgrounds and needs.
Computer Skills: Able to work a computer, print documents, attach files to emails, and access and send emails.
Attendance: Adherence to a regular schedule is assumed.

Physical Requirements:
• The physical demands to perform this job are the ability to talk and hear, use hands to finger, handle, feel or operate objects or controls, sit, stoop, kneel, reach, crouch, and lift and/or move up to 50 pounds.
• Ability to push and pull library book carts weighing 100-300 lbs. and carry up to 15lbs of books across the library
• Ability to stand for a long time in one area
• Hand-eye coordination is necessary to operate computers and office equipment
• Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus
• Reasonable accommodation may be made to enable individuals with disabilities to perform this position.

The position requires a high school diploma or G.E.D.

Library and/or customer service experience preferred. Ideal for students pursuing a Library Science degree.

Previous applicants need not reapply unless your resume has changed significantly.

New employees are required to pass a current Pennsylvania Child Abuse History Clearance, PA State Police Criminal Record Check, and FBI Background check prior to beginning employment. The Library will reimburse costs after completion.

Please send your cover letter, resume, and three references, as well as proof of any current clearances by email ONLY to: Karen Wilton, Circulation Manager: kwilton@mclinc.org

DEADLINE is Friday, March 20, 2020.