

WILLIAM JEANES MEMORIAL LIBRARY

Part-Time Opening: Library Assistants

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

Title: Library Assistant

Schedule:

Must be able to work either of the schedules listed below. There will be a paid training period of approximately 40 hours, split over 9-12 hours per week. (Previous library experience decreases this training period.) Additional mornings, evenings, and weekend hours are available on an irregular basis after an Orientation Period has passed.

Position 1:

- One Saturday a month, 9:30 am-5:00 pm (Labor Day to mid-June, 9:30 am-2:00 pm during the summer)
- One Sunday a month, 12:30 pm-5:00 pm (Labor Day to mid-June)
- Mondays, 11:30 am-5:00 pm
- Thursdays, 9:30 am-1:30 pm

Position 2:

- 2 Saturdays a month (every 4 weeks): 9:30 am-5:00 pm Labor Day to mid-June, 9:30 am-2:00 pm during the summer
- Tuesdays, 9:30 am-2:00 pm
- Fridays, 9:30 am-1:30 pm

Hourly Rate: \$15.00

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 of cash, check, and credit cards, 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 provides 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.
- Takes on other responsibilities as assigned.
- Participates in bi-monthly full-staff staff meetings and annual In-Service days.

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 graduate students pursuing a Library Science degree.

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.

The first three months of employment are an orientation period. At the end of three months, the Library Director and/or Supervisor will give the employee a written performance review.

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

If you applied in the last 6 months, please only submit another resume if something has changed with your work history or experience.

DEADLINE to apply: Applications will be reviewed and interviews scheduled on a rolling basis until the positions are filled.