

LIBRARY ASSISTANT

The **Malvern Public Library** is seeking a professional, friendly, and tech-savvy individual to join our team. Applicants should have excellent communication skills and the ability to create a welcoming, friendly and professional atmosphere with the public and staff.

Candidates should be enthusiastic, flexible, motivated, and reliable. Responsibilities for this part time position include assisting patrons at the circulation desk by checking items in and out, collecting fines, placing holds, answering questions, answering the phone; shelving books and other library materials; troubleshooting library computers and printer issues; assisting patrons with computer use; and other duties as assigned. Library experience is desirable.

Candidates must be physically able to handle, lift and move library materials up to 25lbs and to stand, sit, stoop, walk and reach within a confined area.

Wage is \$8.50 per hour. This position is between 8 and 20 hours per week, including evening and Saturday hours. MPL is an EOE.

This position requires a Report of Criminal History from the Pennsylvania State Police, a Child Abuse History Clearance from the Department of Human Services, and Fingerprints from the FBI.

Applications will be accepted until the position is filled.

Send cover letter, references and resume to mstanton@ccls.org