



Position Title: Library Assistant
Hours: Part Time, up to 10 hours per week
Rate of Pay: \$8.50/hour, paid bi-weekly
Reports to: Executive Director

Clearances Required:

- Report of Criminal History from the Pennsylvania State Police
- Child Abuse History Clearance from the Department of Human Services
- Fingerprint based federal criminal history submitted through the Pennsylvania State Police or its' authorized agent (FBI)

Description of Position

The Library Assistant is responsible for creating a welcoming and inviting atmosphere for all public and staff. This role is key for ensuring an excellent experience for all patrons visiting the Library. Responsibilities include checking items in and out; collecting fines; placing holds; answering questions; answering the telephone; shelving books and other library materials; troubleshooting computer and printer issues; assisting patrons with computer use; and other duties as assigned by the Executive Director.

Requirements:

- Excellent organizational and verbal skills
- Must be customer service driven
- Flexibility
- PC proficiency with the Internet, email, Microsoft Office
- Be able to handle, lift, or move library materials weighing up to 25lbs.
- Must be able to stand, sit, walk, stoop, or reach within a confined area

SCPL is a member of the Chester County Library System. SCPL is an EOE. The Library is located at 245 Broad St., Spring City, PA.

Position will be open until filled.

Please send resume, cover letter, and references to Julie Wiant, Executive Director at jwiant@ccls.org.