



DATE: November 18, 2024

POSITION TITLE: Part Time Assistant Librarian

FLSA STATUS: Non-exempt

HOURS: Sundays 12-5pm, Mondays 1-8pm, Tuesdays 1-8pm, and Thursdays 10am-2pm. Ability to substitute for additional shifts a plus.

Are you looking for rewarding work on a great team providing innovative library services to the community? The Upper Moreland Free Public Library (UMFPL) is looking for someone who loves libraries and working with the public to join our team as a Part-Time Assistant Librarian. This position serves as the public face of the library, interacting with wide range of individuals and groups served by the library. A commitment to excellent customer service and contributing to our welcoming and warm environment are key to successful employment at UMFPL. Primary responsibilities include assisting patrons with standard transactions (check-out and check-in materials), resolving basic account and informational questions, and supporting the Librarians in the development and implementation of a wide range of library services, programs, and collections. Other responsibilities include capturing photos, creating short video content and compelling social media posts to create excitement and engagement about the library and within our community. [View detailed job description here.](#)

Located in the heart of the Willow Grove business district, near the mall, restaurants, and transit; UMFPL is a much loved small-but-mighty library with a robust offering of services and events. UMFPL leadership is committed to creating a supportive work environment that fosters opportunities for growth and development.

Upper Moreland Free Public Library is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. We celebrate the broad diversity of experience, thought, and opinion in our community and are committed to creating a welcoming environment for both employees and library patrons.

MINIMUM QUALIFICATIONS:

- Strong customer service skills
- Familiarity with Microsoft and Google suite tools, and ability to master a range of library specific software
- 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.
- [See detailed job description for additional required skills and abilities](#)

COMPENSATION:

- \$17.00 per hour starting wage
- 3 PTO per year

HOW TO APPLY:

- [Email](#) a resume and cover letter in PDF format, along with a completed [employment application](#) (to: cgilmore(at)mclinc.org)
- Applications accepted through December 13. Interviews will be scheduled on a rolling basis.