



Employment Opportunity Library Associate I: Circulation Staff, Part-Time. The Lower Providence Community Library, seeks a part-time ~12 hours per week /plus two Saturdays per month circulation clerk. Includes weekday, evening, and weekend shifts. Provide outstanding public library service to patrons. Support activities of the branch by staffing the public service desk, performing clerical tasks, and assisting the Circulation Manager and other staff with projects and programming. Greet patrons; answer patron questions in person, by email, and by phone; open and close the library; check in and check out library materials; shelf and retrieve materials. Wage: \$15.00/hour.

High School diploma or equivalent required. Previous work experience of 0–4 years. Good organizational ability. Good reading and filing skills. Ability to communicate effectively orally and in writing. Ability to deal effectively and pleasantly with the public. Good workstation computer literacy. Working knowledge of Microsoft Office applications preferred. Working knowledge of Dewey Decimal classification system preferred. Position requires lifting as much as 30 pounds and standing for extended periods of time.

Potential employment is contingent upon submission to employer the results of the following background checks: PA State Police Criminal History, PA Child Abuse History Clearance, and FBI Criminal Background Check. Completion of PA State Mandated Reporter Training within 30 days of hire is also required.

Qualified candidates please email completed employment application to Kathleen Sharkey, Head of Circulation at ksharkey@mclinc.org . The complete job description and employment application can be found at <https://lowerprovidencelibrary.org/about/library-jobs/> . EOE