



8900 Hawthorne Lane, Wyndmoor, PA 19038-7031
215-836-5300
www.freelibraryofspringfieldtownship.org

EMPLOYMENT OPPORTUNITY: Part-Time Library Assistant

The Free Library of Springfield Township is accepting applications for a **Part-Time Library Assistant**. The person in this position performs circulation tasks: checks materials in and out; informs the public of the library's programs; signs patrons up for library cards, classes and programs; and maintains order and efficiency in the book stacks.

Essential Job Functions:

- Provide front-line library service to all customers; maintain appropriate decorum and atmosphere in the department's public spaces.
- Shelve, shelf read, and maintain order in the re-shelving area.
- Assists in all duties and projects related to the functions and responsibilities of the department. These niche duties are assigned according to changing departmental needs and individual staff strengths/talents.
- Attends regular continuing education seminars, attends and participates in District related committees and meetings.
- Participates in staff and department meetings.
- Other duties as required.

Interested individuals should **send their resume to** Kate Mayberry, kmayberry@mclinc.org, or mail to Free Library of Springfield Township 8900 Hawthorne Ln. Wyndmoor, PA 19038.

Deadline: Position open until filled.

Please see the job advertisement below for more information.