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**POSITION:** Library Assistant I

**DEPARTMENT:** Circulation, Main Desk

The Haverford Township Free Library, Havertown, PA, is seeking to fill a position in the Circulation Department. This position is part-time, approximately 22 hours per week including days, evenings and weekends.

**Position Definition:**

The Library Assistant I will work under the direct supervision of Department Manager to perform a wide variety of general library work. The individual will assist customers in using the library's services and facilities, and perform the daily operational needs of the library; may also be cross-trained in other areas of library operations.

**Primary Duties:**

- Help to establish and maintain a high customer service performance standard with a welcoming attitude taking responsibility for being fully informed of all library programs, events and specific needs
- Ability to follow specific procedures as related to library operation, materials and policies
- Assist customers in use of library services and facilities, promote Library advocacy and promotion of programs and events
- Ability to establish and maintain effective working relationships with Managers and co-workers, work effectively as a member of a team, and be accurate and on time
- Ability to effectively communicate and interact with the public in a calm, pleasant, constructive, and courteous manner
- Ability to move and shelve books and other library materials, and multi-task
- Enjoy reading and using library materials and helping others of all ages enjoy the library

**Qualifications;**

Two years of college, preferred; will consider high school diploma or GED and experience

One year customer service experience preferred

Computer Literate

Interest in Reading

**Contact:**

Send resume to: Patricia A. Mungan, Circulation Manager, [mungan@haverfordlibrary.org](mailto:mungan@haverfordlibrary.org)