

Library Assistant I: Youth Services Department, Children's Room Two (2) Positions Open

Job Title: Library Assistant I

Department: Youth Services Department, Children's Room

Description: The Haverford Township Free Library is seeking to fill two open positions for Library Assistant I in the Youth Services Department, Children's Room. These positions are part-time, 20 to 22 hours per week including some nights and weekends.

Applicants should be energetic and enthusiastic. Have an interest in children's literature and a willingness to work with children of all ages and their caregivers is required. Previous children's library experience is preferred, but not required.

Duties include collection maintenance, children's/family programming, public relations, and ability to work with all library departments. Excellent customer service skills are a must.

Qualifications: • Two years of college preferred; will consider high school diploma or GED and experience • One year work experience dealing with the public • Stellar customer service skills • Creativity and flexibility • Computer literate • Interest in reading • Must be able to work days, nights, and weekends

Hours

20 to 22 hours per week including some nights and weekends

Wages/Salary

Wage for this part-time position is \$13.50/hour

Application Process

Please submit a cover letter, resume, and three professional references to Julie Schultz at jobs@haverfordlibrary.org by closing date January 31, 2019. Interviews will begin immediately. A complete job description is available upon request.