

## Library Clerk

The Crafton Public Library is accepting applications for the position of part time Library Clerk.

### Duties include but are not limited to:

- Act as the face of the library, greeting patrons and triaging their needs
- Perform general circulation desk duties including:
  - Check out and check in materials
  - Shelve and retrieve materials
  - Provide training for or perform catalog searches for patrons
- Process books and materials
- Provide computer and other technical assistance to patrons
- Assist with planning and execution of programs and events

### Necessary skills:

- Demonstrate commitment to outstanding customer service through interpersonal and communication skills
- Ability to establish and maintain effective working relationships with staff and public
- Ability to multitask

### Requirements:

- High school diploma or equivalent
- Experience working in a library or customer service setting with a diverse population
- PA Child Abuse Clearances required immediately upon hire

This is a part time 7 – 19 hour per week position with steady Saturday and potential weekday hours. Compensation begins at \$10 per hour.

Position available immediately. Please send a resume, cover letter, and 3 references to:

Alyssa Zolkiewicz Richter, Library Director  
zolkiewicz@craftonlibrary.org