

## Temporary Library Clerk

The Crafton Public Library is seeking a part-time temporary Library Clerk to be employed from August 2024 through December 2024.

### 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 preferred
- PA Child Abuse Clearances required immediately upon hire

This is a part time position that will require commitment to 2 – 3 regularly scheduled weekdays with additional days as needed. Compensation begins at \$10 per hour.

Please send a resume and short letter of interest:

Alyssa Richter, Library Director  
richtera@craftonlibrary.org