



TOWNSHIP OF WARMINSTER

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Part Time Library Aide (Page) Position- PLEASE POST

POSITION: Library Aide (multiple positions)

AVAILABLE: May 2021

MAJOR DUTIES: Shelve library materials, shelf read, keep all materials and library areas neat, clean, and orderly. Retrieve materials for patron requests. Related duties as assigned.

QUALIFICATIONS: Successfully pass a pre-employment Dewey Decimal and alpha-numeric sequencing test; obtain an Employment Certificate or transferable work permit if required. Successfully pass drug screen test. Possess a Social Security card.

SKILLS NEEDED: Excellent reading and comprehension; Accuracy and attention to detail; Responsible and conscientious; Good listening and verbal communications; Tact, courtesy, and friendliness; Flexibility, positive attitude, and teamwork. Timeliness. Computer skills preferred.

PHYSICAL ABILITIES: Good stamina; ability to stand on feet and for entire shift. Ability to easily kneel, bend, stoop and reach repeatedly. Lift and move library materials weighing up to 25 lbs.; wheel book carts of up to 125 lbs.

HOURS: Part-time, morning, afternoon and weekend shifts (6-8 hours/week)

SUPERVISOR: Library Director

COMPENSATION: \$9.50 per hour

APPLY-HOW/WHEN: Email resume and letter of interest to Katherine McGovern kmcgovern@warminsterpa.org. Applications will be accepted through 5 pm. Thursday, June 3, 2021.

LOCATION: Warminster Township Free Library - EOE
1076 Emma Lane
Warminster, PA 18974
267-317-1335