



## TOWNSHIP OF WARMINSTER

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### Part Time Library Aide (Page) Position

**POSITION:** Library Aide

**AVAILABLE:** October 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 shifts (6-8 hours/week)

**SUPERVISOR:** Library Director

**COMPENSATION:** \$9.50 per hour

**APPLY-HOW/WHEN:** Email resume and letter of interest to Susan Bielucke at [sbielucke@warminsterpa.org](mailto:sbielucke@warminsterpa.org) apply by October 27, 2021.

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