

Library Assistant

The Strasburg-Heisler Library seeks an associate to meet the needs of patrons seeking library materials and services; and to keep those materials orderly and in good condition.

Requirements:

Education and skills:

- Library experience is preferred but not necessary.
- Must hold a high school diploma or its equivalent.
- Computer skills and the confidence to assist others in basic computer operations.
- PA State Police Criminal Record Check.
- Pennsylvania Child Abuse History Clearance.

Essentials:

- Be Self-directed.
- Have initiative.
- Be neat, orderly, and detail oriented.
- Take directions and constructive criticism well.
- Work as a part of a team for the common good.
- Be friendly and courteous.
- Have patience.

Physical Requirements:

- Minimum of 18 years of age
- Able to stand and sit for long periods of time,
- Walk, bend, reach, lift & carry 30 pounds
- Good vision and fine motor skills

This is a long-term part-time position. Approx. 12 hours during the week- could be up to 7 pm, and a minimum of two Saturdays (8:45am-2:15pm) each month.

The Strasburg-Heisler Library is an equal opportunity employer.

Send introduction message and resume to:

Kristin Fernitz- Director
staff@strasburglibrary.org