



Job Title:	Library Assistant	Status: Part Time, Non-exempt
Department:	Circulation	Rate: \$15.00 per hour
Description:	The Radnor Memorial Library is seeking candidates to fill a part-time Library Assistant position at its busy Circulation Desk for approximately 12-16 hours per week. Schedule would include 3 weekday shifts and 1-2 weekend shifts per month. Applicants should be customer service focused and attentive to detail. Successful candidates will be expected to handle situations with professionalism and follow all policies of the Radnor Memorial Library and Delaware County Libraries. Duties will include: checking library materials in and out, providing accurate account information to library patrons, creating library cards, placing holds on materials, sorting and shelving materials, answering phone calls, and providing patrons assistance in locating materials. Some Library Assistants will receive additional training and work at the Youth Services Desk; providing reader's advisory, reference assistance, and program registration.	
Qualifications:	• High school graduate or equivalent • Previous library experience preferred • Exceptional customer service skills and professionalism • Ability to learn new technologies quickly • Ability to perform essential functions of the position with minimal supervision • Ability to serve a diverse community with courtesy and sensitivity • Must be able to work as a member of a team • Must provide PA Criminal History Record, Childline Child Abuse Clearance, and FBI Fingerprint Check prior to beginning employment	
Physical Demands:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to walk and reach with hands and arms. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and distance vision.	
Contact:	Please send completed (1) RML Employment Application, (2) cover letter, and (3) resume by email or mail to: Mary Jane Hamsher Radnor Memorial Library 114 W Wayne Avenue Wayne, PA 19087 mjhamsher@radnorlibrary.org	
Deadline:	Applications will be accepted until position is filled	