



Job Title:	Page	Status: Part Time, Non-exempt
Department:	Circulation	Rate: \$11.00 per hour
Radnor Memorial Library is seeking applicants for part-time Page positions. Pages work one or two 2-3 hour shifts per week. Shifts are assigned by the department manager and may include weekday or weekend hours depending upon need and availability.		
Description:	Duties include: shelving books, shelf reading and shelf maintenance, and special projects when needed. Accuracy and attention to detail are high priorities in this position. Successful candidates will be able to follow the direction of a supervisor, be open to learning, take initiative to complete their assigned duties efficiently and accurately with minimal supervision, and follow all policies of the Radnor Memorial Library and Delaware County Libraries.	
Qualifications:	• 14 years or older with a work permit • Ability to perform essential functions of the position with minimal supervision and ask questions when necessary • Ability to interact with a diverse community with courtesy and sensitivity • Ability 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 frequently required to sit and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and distance vision.	
Contact:	Please send a completed Radnor Memorial Library Employment Application available at https://radnorlibrary.org/employment to: Mary Jane Hamsher Radnor Memorial Library 114 W Wayne Avenue Wayne, PA 19087 mjhamsher@radnorlibrary.org	
Deadline:	Applications accepted on an ongoing basis	