



Library Assistant I

Marple Public Library

Marple Public Library is seeking a Library Assistant I to perform a variety of circulation duties under the direction of the Head of Circulation. The position is part-time, with at least 24 hours per week, 3:00 PM to 8:00 PM Monday through Thursday and two Saturdays per month. The hourly rate is \$13.25 per hour.

Applicants should have excellent interpersonal and customer service skills and enjoy working with the public.

Duties include checking library items in and out, assisting patrons with locating library materials, directing telephone calls, providing general information to patrons, shelving books, and referring patrons requiring professional assistance to the librarian on duty.

Applicants must have a High School Diploma or GED, and general word processing skills. Applicants must also have a Child Abuse History Clearance, Criminal Record Check and FBI Clearances upon hiring.

To apply, email a cover letter, resume and list of three professional references by October 12, 2022 to:

Jennifer Kuhns
Head of Circulation

macirculation@delcolibraries.org