

Library Clerk - The Heritage Public Library is looking to hire a part-time/substitute Library Clerk (5-15 hours to start) to join our small, vibrant staff. The Clerk will be responsible for (but not limited to):

- Assisting library visitors in finding what they need, in print and online
- Checking materials in and out/catalog new materials
- Accurately shelve books & maintain materials/repairing damaged materials
- Overseeing social media/website
- Able to lift & carry 50 pounds or less
- Ability to push and pull objects weighing 60-80 pounds on wheels
- Clerical duties, cleaning, and assisting the director as needed

The ideal candidate for this position will have the following:

- A forward thinking approach to libraries
- Strong computer skills (Microsoft, navigating social media)
- Enjoys working with people of all ages/ Strong customer service skills
- Possess excellent verbal and written communication skills
- Attention to detail and problem solving
- The ability to work in a team-oriented environment is mandatory
- A flexible schedule and prior library experience are preferred.
- Proof of Covid vaccine is required
- Must be able to work some evenings and Saturdays.

To apply, please submit resume, cover letter, three references, and mandated Child Safety Clearances to: heritagelibraryjobs@gmail.com or by mail to Heritage Public Library, Attention Director; 52 Fourth Street, McDonald PA 15057.