

Main Library
650 Skippack Pike
Blue Bell, PA 19422
215-643-1320



Ambler Branch
209 Race Street
Ambler, PA 19002
215-646-1072

Wissahickon Valley Public Library Circulation Attendant Advertisement

Do you like helping people?
Are you good with computers?
Are you looking for a part-time job?
Then we would love to hear from you.

Part-Time Circulation Desk Attendant Position

- Definitely Monday 4:30-9 PM @ Ambler Branch, 209 Race Street, Ambler
- Possibly Friday 9:30 AM-1 PM @ Main Library in Blue Bell, 650 Skippack Pike, Blue Bell
- Definitely 1 Saturday 9:30 AM-5 PM (Ambler & Blue Bell) & 1 Sun. 12:30-5 PM (Blue Bell) per month

Hourly rate is \$11.

Duties:

Answer patron questions, circulate materials using Polaris software, assist patrons on the computer, answer phones, take payments, open & close the library. Experience with Polaris Software is a plus. Experience with tablets and smart phones is important. Attention to detail vital. It is a physically active job.

Minimum requirements:

- high school diploma
- successful completion of state background checks

How to apply:

Go to www.wvpl.org and click on forms to get the employment application. Email completed application to eshane@wvpl.org.