

Jenkintown Library

Job Opening: Part time Circulation Desk Assistant

Jenkintown Library is looking for a part time Circulation Desk Assistant to work on Mondays, 9-3, Tuesdays, 5-9, Wednesdays, 9-3 plus a minimum of one weekend per month.

This person must be customer oriented, have good communication and interpersonal skills, be comfortable with computers, be flexible in scheduling, and enjoy learning new skills, policies and procedures.

New employees need to complete and submit within 90 days of hire proof of current PA Child Abuse History Clearance, & the results of a PA State Police Criminal Record Check, and a FBI Background check.

Please send resumes to rlubeck@mclinc.org.