

**Swarthmore Public Library**  
**LIBRARY ASSOCIATE**

<b><u>Job title:</u></b>	<b>Library Associate</b>	<b><u>Status:</u></b>	<b>Part-Time; Non-Exempt</b>
<b><u>Hours:</u></b>	<b>12-20 hours a week</b> Nights and two Saturdays a month are required.	<b><u>Compensation:</u></b>	<b>\$14/Hour</b> <i>Paid time off (PTO) allowance based on longevity of employment plus 12 paid holidays per year.</i>

The Swarthmore Public Library (SwPL) in Swarthmore, PA is seeking an enthusiastic and motivated individual for the position of part-time Library Associate. Under the direction of the Library Director, this role involves a diverse range of public and technical duties that support the efficient operation of the library. The successful candidate will contribute to a positive and welcoming experience for our community by engaging with patrons, assisting them in finding materials, and promoting library services. We are looking for a proactive individual who is dedicated to providing excellent customer service and fostering a vibrant library environment.

**QUALIFICATIONS:**

- High school diploma or its equivalent required.
- Previous experience working in a library setting preferred.
- This position requires satisfactory passage of criminal background check and child abuse clearances.

**CONTACT:**

Interested applicants should drop off a cover letter and resume to:

Alec Staley, Library Director  
Swarthmore Public Library  
121 Park Avenue  
Swarthmore, PA 19081

or by emailing [Director@SwarthmorePublicLibrary.org](mailto:Director@SwarthmorePublicLibrary.org)

**DEADLINE:**

Applications will be accepted until the position is filled.

**Swarthmore Public Library is an equal opportunity employer and values diversity. All employment is decided on the basis of qualifications, merit, and business need.**