

**Swarthmore Public Library
LIBRARY ASSOCIATE**

<u>Job title:</u>	Library Associate	<u>Status:</u>	Part-Time; Non-Exempt
<u>Hours:</u>	20 hours a week Nights and two Saturdays a month are required.	<u>Compensation:</u>	\$16/Hour <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, and with guidance from the Assistant 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. Bachelor's degree from an accredited college preferred.
- 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 email a cover letter and resume to:
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.