



# Malvern Public Library

## **Job Posting: Part Time Library Assistant**

**Salary:** \$14.00 per hour.

**Specific hours needed:** 8:45am-3pm on Mondays, 12pm-3pm on Tuesdays, and some Saturdays as part of the staff rotation. Ability to provide additional shift coverage as needed is a plus.

Malvern Public Library is a suburban library serving Malvern Borough, East Whiteland Township, East Goshen Township, and Willistown Township. Our Library Assistants are responsible for performing circulation duties, providing excellent customer service, and maintaining the public image of the library.

The ideal candidate will:

- have a customer-centric mindset
- demonstrate personal initiative
- be a collaborative member of the library team
- have strong communication skills in person, over the phone, and over email
- be a life-long learner and problem solver
- possess situational awareness

### **Responsibilities:**

- Assist patrons with account issues, computer and copier issues, and general reference questions.
- Check in and out materials via Sierra, our library software.
- Create and update patron accounts in Sierra.
- Shelve returned materials.
- Stay informed on library policies and procedures and be able to explain them to patrons in a friendly manner.
- Assist with library programs and events as needed.
- Participate in special projects and other duties as assigned.

### **Requirements:**

- High School Diploma or GED required.
- Customer Service experience preferred.
- Library experience a plus.
- Intermediate experience with Microsoft Office.

All library positions require the following clearances before the first day of employment:

- Report of criminal history from the Pennsylvania State Police
- Child Abuse History Clearance from the PA Department of Human Services
- Fingerprint-based federal criminal history submitted through the FBI

**Applications are due April 15, 2026.**

To apply, send a resume, cover letter, and contact information for three professional references to Justine Fafara, Library Director at [malvernlibraryjobs@gmail.com](mailto:malvernlibraryjobs@gmail.com)

Malvern Public Library is a member of the Chester County Library System & an Equal Opportunity Employer