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## Library Page, Part-Time Fort Washington, PA

### Position Overview

Upper Dublin Public Library, a busy suburban Philadelphia public library, is seeking 1-2 permanent, part-time Library Pages for at least 6 hours a week and a minimum of one Saturday a month. We're looking for a motivated and organized candidate with impeccable customer service skills and an enthusiasm for public library services in the 21<sup>st</sup> century. UDPL Pages are part of a team seeking to provide our library patrons with efficient and personalized service, whether it be assisting with shelving books, helping a patron find a book on a shelf, or monitoring the library. There is opportunity for growth in job responsibilities and experience for those interested in working in libraries.

### Our Library

Located in Fort Washington, PA, and open 66 hours/week, the UDPL is a bustling and much-loved resource for the 25,569 residents of Upper Dublin Township and those who visit from neighboring communities. The UDPL maintains a collection of 115,000 tangible items plus a variety of virtual resources, like eBooks, 24/7. In 2019, circulation was over 330,000 and 20,000 people attended programs.

### Qualifications

Applicants must have completed at least two years of high school education, and a high school diploma is preferred. Strong customer service background, motivation, and ability to learn new skills in a fast paced setting are preferred. Basic computer literacy is required. This job requires ongoing physical movement, lifting, cart pushing, and reaching. Experience with libraries is desired. Applicants must be available for an in-person interview. A current Pennsylvania Child Abuse History Clearance and PA State Criminal History will be required before employment begins. A Federal Criminal background check, requiring fingerprinting, is also required.

### Salary

This position is a permanent, part-time position with an hourly salary of \$10.66/hr. EOE.

### How to Apply

Applications are being accepted from October 12<sup>th</sup>-October 25<sup>th</sup>, 2020. Interested individuals should complete a Library Page Job application, located online at <https://udplteen.typeform.com/to/pqEead> Please email all questions to [lsmyth@mclinc.org](mailto:lsmyth@mclinc.org); no phone calls, please. Interviews will be conducted in October/November 2020.