



215 S. Keswick Avenue, Glenside, PA 19038 • 215-885-0457 • FAX: 215-885-1239 • ctllibs@mcclinc.org

Cheltenham Township Library System has several openings for Part-Time Library Assistants. We are looking for applicants who are tech-fluent and enjoy working with the public.

Responsibilities: Assists patrons at the circulation desk and throughout the library with a range of services.

Requirements: Excellent organizational and verbal communications skills, flexibility, genuine enjoyment of the public, commitment to public service, and the ability to handle stressful situations. The ability to master basic and specialized online circulation functions, and demonstrate current PC proficiency including internet, email and Microsoft Office skills. Previous customer service or retail experience is preferred.

Physical abilities: handle, lift, or move library materials weighing up to 25 lbs.; stand at a computer terminal for up to 4 hours; wheel book trucks weighing up to 125 lbs.; and stand, sit, walk, stoop or reach within a confined area.

All library positions require the following criminal background and child abuse clearances: Report of criminal history from the Pennsylvania State Police (PSP); Child Abuse History Clearance from the Department of Human Services (Child Abuse); and Fingerprint based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI).

HOW TO APPLY

- Stop by the circulation desk at any branch to pick up an employment packet
- For a full job description and fillable application form, applicants should visit our website at <https://cheltenhamlibraries.org/about-us/job-opportunities/>.
- Applicants should email a completed application, resume, and cover letter in PDF format to ctlsoffasst@mcclinc.org

Position Type: Part-Time / Non-exempt

Salary Information: \$15.00 per hour

Shift: Varies including nights & weekends

Weekly Hours: 15 – 20 hours per week

Deadline: Applications will be accepted until August 18, 2023.

Original posting date: 07/19/23