

Library Assistant

Ralpho Township Public Library is accepting applications for the part time position of library assistant. A high school diploma, basic office and computer skills, professional appearance, pleasant demeanor and positive attitude required. Must be eligible to obtain Act 34 and Act 151 clearances.

Responsibilities will include, but not be limited to assisting the library director in the day to day operation of the library, helping patrons with library materials and computers and performing other duties necessary to the safe and efficient operation of the library.

Hours and Salary

10 hours per week (currently M-F)

\$8 per hour

No benefits

Application packet should include:

Cover letter

Resume

Three professional references with contact information

Submit to:

Board President

Ralpho Township Library Board

P.O. Box 315

Elysburg, PA 17824

Deadline for applications: November 6, 2020