



720 FIRST AVENUE, BERWYN, PA 19312  
[www.easttownlibrary.org](http://www.easttownlibrary.org)

**Job Title:** Reference Librarian (Part-Time)

**Summary of Position:** The Reference Librarian is responsible for providing reference services and for assisting in the performance of all necessary tasks to ensure that Easttown Library customers receive excellent service. This position is also in charge of staff and the library during evening and weekend shifts.

**Essential Duties and Responsibilities**

- Provides reference services to the public, including answering reference questions, reader's advisory, and technology assistance.
- Easttown Library is a Passport Acceptance Facility, and this position assists with scheduling passport appointments and answers passport questions.
- Assists with Circulation Department duties when needed.
- Provides basic troubleshooting of equipment such as computers, mobile devices, printers, copy machines, and scanners; assists library users with the internet, email, MS Office Suite, and other software packages.
- During evening and weekend shifts, this position serves as the Person in Charge and as such is responsible for opening and/or closing the library and addressing any issues that arise during the shift.
- Contributes to planning and hosting adult library programs.

**Qualifications**

- Supervisory experience preferred
- Experience working in libraries and with library reference materials, including print and electronic resources
- Excellent computer skills; experience with MS Office Products
- Strong verbal and written communication skills
- Ability to work independently
- MLS degree from an ALA-accredited library school, or currently enrolled in an MLS program

**Physical Requirements**

- Ability to operate computer equipment and keyboards with ease
- Handle packages weighing up to 25 lbs.
- Ability to bend and move freely among stacks
- Must be able to wheel a full cart of books
- Reasonable accommodation will be made to enable qualified candidates

**Additional requirements:**

The successful candidate will be required to complete and submit the following documentation prior to their start date. All clearances must be dated within one year of

the start date and must be completed for employment. Volunteer clearances will not be accepted.

- Pennsylvania Child Abuse Clearance  
(<https://www.compass.state.pa.us/CWIS/Public/Home>)
- Pennsylvania Criminal History Record (<https://epatch.state.pa.us/>)
- Federal Criminal History Record  
(<https://www.identogo.com/locations/pennsylvania>)

**Job Hours:** Must be available to work two evenings per week, and at least two Saturdays per month. Average total hours are approximately 15-20 hours per week.

**Starting Wage:** \$18.50/hour. No benefits.

**Contact:**        **Please send cover letter and resume via e-mail to:**  
Audrey Young, Assistant Director/Head of Reference  
Easttown Library  
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Berwyn, PA 19312  
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[ayoung@ccls.org](mailto:ayoung@ccls.org)

*Easttown Library supports workplace diversity and is proud to be an Equal Opportunity Employer.*