

Murrysville Community Library
4130 Sardis Road
Murrysville PA 15668

The Murrysville Community Library's mission is to inspire ideas, enrich lives, and create lifelong opportunities for learning, literacy and enjoyment.

POSITION: Teen Library Page
Part-time

REPORTS TO: Administrative Assistant/Coordinator of Circulation Services

QUALIFICATIONS, EXPERIENCE AND TRAINING: Current enrollment in high school or possession of high school diploma or GED. Library volunteer experience preferred. Vaccination for COVID-19 preferred. Must have form of reliable transportation to and from work. Must have Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Background Check, and FBI Fingerprint Background Check. The cost for clearances can be refunded upon completion of a ninety-day probationary period and submission of current receipts. Applicants must turn 16 years of age by September 1, 2025 to be considered.

ESSENTIAL RESPONSIBILITIES:

1. Sorts and shelves materials.
2. Prepares materials for the reserve shelf.
3. Retrieves materials from the shelves upon request.
4. Checks materials in and out.
5. Performs shelf reading for proper order of materials, straightens books and other library materials. Shifts books and other materials as needed.
6. Performs clerical tasks as requested.
7. Performs discard procedures as requested, including the end of month newspaper discard.
8. Clears tables and keeps library rooms in order.
9. Performs closing procedures.
10. Assists with Summer Reading Center duties in the absence of the Summer Aide.
11. Performs other duties as required.

WORK ENVIRONMENT

The Murrysville Community Library, a suburban library 28 miles east of Pittsburgh, serves a population of 28,000 with a collection of 67,000 items. We have a staff of 4 FTE, 5 PTE, 4 pages, and use over 50 volunteers in a variety of ways.

HOURS AND WAGES

Pages are employed on an hourly schedule and may be scheduled up to ten hours each week during the school year with additional hours available throughout the summer months. The distribution of hours is determined monthly by the Page Supervisor in coordination with the Coordinator of Circulation Services and approved by the Library Director. Pages are expected to work at least one afternoon/evening shift each week and one Saturday each month. Compensation is \$9.28 per hour.

TO APPLY

Please email a copy of the Page Application form to Coordinator of Circulation Services Amy Velella at Amy.Velella@wclibraries.org or turn in a paper copy of the Page Application form to the library circulation desk. Applications must include information for three professional and/or character references (no relatives) to be considered.