



Position Available

Circulation Assistant

Seeking Circulation Assistant, part time, to work in Tredyffrin Public Library Circulation Department. 18-24 hours per week, including possible evening and weekend hours.

The Tredyffrin Public Library is seeking an enthusiastic, friendly, motivated person who enjoys working as a part of a team. Candidate should function well in a busy environment and enjoy working with a variety of people. Primary responsibilities of the position will be to perform circulation duties and act as library receptionist. Facilitate smooth flow of library materials to and from patrons.

BA or BS preferred, a broad knowledge of libraries and computers are both desirable.

Beginning wage \$9 - \$11, depending on experience. Send resume to:

Julie Elise Finch
Customer Service Manager
Tredyffrin Public Library
582 Upper Gulph Road
Wayne, PA 19087

Or email: JFinch@ccls.org with subject line: Circulation Assistant

EOE employer, Position open until filled