



# TREDYFFRIN TOWNSHIP LIBRARIES

TREDYFFRIN PUBLIC LIBRARY & PAOLI LIBRARY

[https://www.tredyffrinlibraries.org/?post\\_type=jobs&p=7974](https://www.tredyffrinlibraries.org/?post_type=jobs&p=7974)

## Library Assistant: Children's Department: Tredyffrin Public Library

### Description

Tredyffrin Public Library has an immediate opening for a part-time Circulation Assistant at the Children's Circulation Desk. Potential candidates for this position should be conscientious, detail-oriented, and function well in a busy environment and be able to work with a variety of people, including children.

The individual in this position plays a crucial role in any of the day-to-day operations in the library's public service environment. Primary responsibilities for this position include:

- Friendly and welcoming front line customer service.
- Check-in and check-out of library materials.
- Handling general account issues.
- Reader's Advisory.
- Using a cash register for customer transactions.
- Returning all library materials to the proper locations on the shelves.
- Ensure that the library environment is maintained in a neat and orderly fashion.

The hours for this position are Wednesday and Thursdays from 3-7 pm and other shifts as needed. A minimum commitment of 10 hours per week is required with a maximum of 28 hours per week.

This position reports to the Children's Librarian and the Customer Services Manager.

### Qualifications

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Minimum qualifications include

- A high school diploma or GED equivalent (current high school student applicants will be considered).
- A broad knowledge of libraries and basic understanding of library procedures.
- Excellent organizational and verbal communications skills.
- Flexibility in scheduling.
- Genuine enjoyment of the public in general and specifically working with children.
- Commitment to public service.
- The ability to handle stressful situations.

### Hiring organization

Tredyffrin Township Libraries

### Employment Type

Part-time

### Department

Circulation

### Job Location

582 Upper Gulph Road, 19087, Strafford

### Working Hours

Wednesdays: 3 – 7 pm

Thursdays: 3 – 7 pm

Other shifts as needed

### Base Salary

\$ 13 per hour

### Date posted

August 11, 2021

- The ability to master basic and specialized online circulation functions and demonstrate current PC proficiency including internet, email, and Microsoft Office skills.
- Current child abuse clearance, current PA background clearance, and current Federal background clearance must be provided by the applicant. Reimbursement is available after 90 days of employment.

#### Physical requirements

Handle, lift, or move library materials weighing up to 25 lbs.; walk or stand for extended periods of time; wheel a cart of books weighing up to 125 lbs; stoop and reach in a confined area, operate computer equipment and keyboards with ease.

#### Contacts

Submit questions or cover letter/resume to Angie Andre at [aandre@ccls.org](mailto:aandre@ccls.org) with subject heading 'Children's Library Assistant'