



TREDYFFRIN TOWNSHIP LIBRARIES

TREDYFFRIN PUBLIC LIBRARY & PAOLI LIBRARY

https://www.tredyffrinlibraries.org/?post_type=jobs&p=9629

Circulation Assistant: Tredyffrin Public Library

Description

Tredyffrin Public Library has an opening for a part-time Circulation Assistant to work 10-20 hours per week including evenings and weekends on both our main and Children's Circulation Desks. Potential candidates for this position should be conscientious, detail-oriented, and interested in working with others while serving the community.

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

- Provide general assistance with locating material using library equipment and resources
- Check-in and check-out of items
- Return all library materials to the proper locations on shelves
- Issue new patron cards
- Collect fines and resolve patron account issues
- Answer phones and direct patron queries
- Ensure that the library environment is maintained in a neat and orderly fashion

This position requires availability on Monday and Thursday mornings from 9AM-12PM as well as every other weekend (Saturday 9-5pm and Sunday 12:30-5pm).

Physical requirements of this position include the ability to:

- Operate computer equipment and keyboards with ease
- Handle 24 lb. cases of paper, sit, walk, and/or stand for extended periods of time
- Stoop and reach in a confined area
- Wheel a cart of books weighing up to 125 lbs.

Qualifications

- A high school diploma or GED equivalent (current HS student applicants will be considered);
- A broad knowledge of libraries and basic understanding of library procedures;
- Current child abuse clearance, current PA background clearance, and current Federal background clearance (must be provided by the applicant)

EOE employer. Position open until filled.

Contacts

Hiring organization

Tredyffrin Township Libraries

Employment Type

Part-time

Industry

Circulation

Job Location

582 Upper Gulph Road, 19087,
Strafford

Base Salary

\$ 15.00/hour

For consideration, please email your resume and a cover letter describing how your skills and experience meet the job qualifications to:

Tara Thorne: tthorne@ccls.org
with subject line: Circ Assistant