



TREDYFFRIN TOWNSHIP LIBRARIES

TREDYFFRIN PUBLIC LIBRARY & PAOLI LIBRARY

https://www.tredyffrinlibraries.org/?post_type=jobs&p=8478

Shelver/Circulation Assistant: Paoli Library

Description

Paoli Library has an immediate opening for a conscientious, detail-oriented, friendly person to shelf materials and provide some customer service. Candidate should function well in a busy environment and be able to work with a variety of people. The primary responsibilities of the position will be returning all library materials to the proper places on the shelves, and ensuring that the shelves and display areas are neat, orderly, and attractive. Candidate will also be trained in basic circulation desk procedures (checkin and checkout, and retrieval of holds) and will be expected to serve as a backup circulation assistant. Preference will be given to candidates who can also provide basic support and assistance for users of the library's public computers and electronic resources (downloadable ebooks and audio).

EOE employer, Position open until filled

Qualifications

- Some HS required; a broad knowledge of libraries and basic understanding of library procedures is desirable.
- Candidate must supply or be able to current child abuse clearance, current PA background clearance, and current Federal background clearance.
- Physical requirements of this position are 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.; operate a variety of computer and office machines.

Contacts

Please email resume and cover letter with the subject line "shelver/circ assistant" to Beverly Michaels at bmichaels@ccls.org

Hiring organization

Tredyffrin Township Libraries

Employment Type

Part Time

Job Location

18 Darby Road, 19301, Paoli

Working Hours

Mondays, 1 pm – 5:30 pm
Alternate Saturdays,
9:30 am – 5 pm

Starting Wage

\$ 8.50 per hour

Date posted

August 9, 2019