



TREDYFFRIN PUBLIC LIBRARY

A TREDYFFRIN TOWNSHIP LIBRARY

Positions Available: Shelving Assistants

Seeking 2 part-time Shelves to work evenings and weekends at Tredyffrin Public Library upstairs in our main collection and downstairs in our children's department. Must be available to work 6-9pm on Mondays, Tuesdays, and Thursdays.

Tredyffrin Library is seeking a conscientious, detail-oriented, friendly person to shelve 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.

- Some HS required; a broad knowledge of libraries and basic understanding of library procedures is desirable.
- Candidate must supply 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.
- Beginning wage for this position is \$8.00 hour.

To apply, email cover letter and resume to Tara Thorne, tthorne@ccls.org with subject line: Shelving Assistant

Deadline: **September 1**