

Position Opening— PT Circulation Assistant

The Coatesville Area Public Library is seeking an enthusiastic and friendly part-time library clerk to work at the circulation desk for approximately 15 hours a week. The work schedule will include one Saturday a month. Desired hours are Monday 9:30-3:00, Tuesday, 9:30-2:00, Thursday, 9:30-3:30 and first Saturdays 8:30-4:15. Other hours as needed, including attending monthly staff meetings and library system continuing education workshops. The ideal candidate for this position works well in a team-oriented environment, enjoys working with people of all ages and backgrounds, possesses excellent oral and written communication skills, has strong customer service skills, and is proficient in Microsoft applications and Google calendar. Strong computer skills are required as duties includes basic computer and technology assistance. A flexible schedule is a must. Prior library experience is preferred. Bilingual Spanish is a plus.

The primary responsibilities of the position include:

- Checking in/out of library materials
- Assisting patrons with computers and printer/copier
- General reference and Reader's advisory
- Pulling items for holds
- Calling patrons
- Collecting materials from book-drop
- Shelving material/Shelf reading
- Opening/closing the library
- Management of adult paperback system rotation
- Other duties as assigned

Starting Salary: \$9.50 / hr

The following three clearances are required prior to start date: PA Child Abuse Clearance, PA Criminal Record Check and FBI Criminal Background Check.

Please mail/email your resume and three professional references to:

Penny Williams, Library Director

Coatesville Area Public Library

501 E. Lincoln Hwy.

Coatesville, PA 19320

Applications will be accepted until June 20, 2018 or until the position is successfully filled.

Coatesville Area Public Library is an Equal Opportunity Employer.