



PAOLI LIBRARY

A TREDYFFRIN TOWNSHIP BRANCH LIBRARY

Position Available: Circulation Assistant/Shelver

Seeking part-time Circulation Assistant/Shelver to work Mondays 8:30 am–1:00 pm, Wednesdays 3:00–8:00 pm, alternate Saturdays 9:00 am–5:00 pm, and alternate Sundays 12:30–5:00 pm at Paoli Library.

Paoli Library has an immediate opening for a conscientious, detail-oriented, friendly person to provide customer service and shelve materials. 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 basic circulation desk procedures (checkin and checkout, and retrieval of holds). For some shifts candidate will be responsible for shelving: returning all library materials to the proper places on the shelves, and ensuring that the shelves and display areas are neat, orderly, and attractive. 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).

- 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 \$8.50 hour.

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

EOE employer, Position open until filled