



TREDYFFRIN TOWNSHIP LIBRARIES

TREDYFFRIN PUBLIC LIBRARY & PAOLI LIBRARY

<https://www.tredyffrinlibraries.org/job/circulation-assistant-childrens-department/>

Circulation Assistant: Children's Department: Tredyffrin Public Library

Description

Tredyffrin Public Library is looking for a conscientious, detail-oriented, friendly Part Time Circulation Assistant to work in our busy Children's Department. Candidate will be responsible for performing Circulation procedures to ensure quality customer service and a smooth, accurate flow of library materials to and from customers. Candidate should function well in a busy environment and be able to work with a variety of people including children.

Employee is expected to provide front line customer service assistance, checking materials in and out, handling general account issues, shelving materials, and providing reader's advisory.

This position reports to the Children's Librarian.

EOE employer. Position open until filled.

Qualifications

High school diploma or General Education Degree (GED). Excellent organizational and verbal communications skills, flexibility, genuine enjoyment of the public in general and specifically working with children, commitment to public service, and the ability to handle stressful situations. The ability to master basic and specialized online circulation functions, and demonstrate current PC proficiency including internet, email and Microsoft Office skills. Previous customer service or retail experience is preferred and a broad knowledge of libraries and basic understanding of library procedures is desirable

Physical abilities: Handle, lift, or move library materials weighing up to 25 lbs.; stand at a computer terminal for up to 4 hours; wheel book trucks weighing up to 125 lbs.; and stand, sit, walk, stoop or reach within a confined area.

All library positions require the following criminal background and child abuse clearances:

- Report of criminal history from the Pennsylvania State Police (PSP)
- Child Abuse History Clearance from the Department of Human Services (Child Abuse)
- Fingerprint based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI).

Contacts

Submit questions or cover letter/resume to Angie Andre at aandre@ccls.org with subject heading 'Circulation Assistant'

Hiring organization

Tredyffrin Township Libraries

Employment Type

Part Time

Department

Circulation

Job Location

582 Upper Gulph Road, 19087,
Strafford

Working Hours

Must be available Wednesday and weekends.

Base Salary

\$ 10 per hour

Date posted

September 18, 2019