

EASTTOWN LIBRARY & INFORMATION CENTER
720 First Ave., Berwyn, PA 19312
610-644-0138
www.easttownlibrary.org

Circulation Assistant

Job Objective: Performs all functions at the circulation desk necessary for the efficient operation of the library. Must be available to work Tuesday evening, and three weekend shifts a month.

Reports to: This position reports to the Head of Circulation.

Duties and Responsibilities:

- Check-in & check-out duties at the circulation desk using an automated system
- Issue new library cards and update customer information
- Ensure the effective flow of library materials
- Assist customers in locating library materials, which includes using the catalog
- Assist customers with copier, scanner and fax machine
- Respond to customers' requests either in person or via telephone
- Provide book recommendations to patrons upon request
- Sort and shelve library materials
- Interact with customers and co-workers in a professional manner

Qualifications:

- Ability to master automated circulation functions
- Computer skills and internet searching
- Good oral communication skills
- Enjoy working with the public
- Ability to coordinate work schedule
- Ability to multi-task

Physical Requirements:

- Handle, lift and move library materials
- Stand at a computer for the duration of a work shift
- Answer the telephone
- Operate a keyboard
- Wheel bookcarts up to 125 lbs

Job Hours: Approximately 7 hours/week. The position is for the main circulation desk. Help is needed every Tuesday evening from 5:30-9. The position would also require working three weekend shifts per month, which are generally four hours long. Additional shifts to substitute for other staff members will also be available. Flexibility desirable (available immediately).

Pay: \$11.75/hour

Easttown Library & Information Center is an Equal Opportunity Employer and complies with the American with Disabilities Act (ADA). All library positions require a PA state criminal background check, PA Child Abuse History Clearance and a FBI fingerprint based federal criminal history background check.

Job Application Submission:

Applications are on the Easttown Library website under Working at the Library—Part-Time Positions. Please submit completed applications to Scott McDonnell, Head of Circulation at smcdonnell@ccls.org.