



## Kennett Library

### Position Available: Circulation Assistant

Seeking Part-Time Circulation Assistant to work days, evenings and Saturdays at the Kennett Library. Maximum 20 hours per week.

#### **Open Hours**

**Mon-Thurs: 9am-8pm**

**Fri: 9am-5pm**

**Sat 9am-4pm**

Kennett Library has an immediate opening for a conscientious, detail-oriented, friendly person to provide customer service and shelve some 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 at the circulation desk and the candidate will be trained in basic circulation desk procedures (checkin and checkout, and retrieval of holds). Candidate will also be expected to help 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 e-books and audio).

-Some HS is required; a broad knowledge of libraries and basic understanding of library procedures is desirable

-Spanish is preferred, but not required

-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 lbs of paper, sit, walk and/or stand for extended periods of time, stoop and reach in a confined area; operate a variety of computer and office machines

-Flexibility in hours is required

-Beginning wage \$10.00/hour

Accepting applications until position is filled.

Please email resume and cover letter with the subject line "Circulation Assistant" to Megan Walters at [mwalters@ccls.org](mailto:mwalters@ccls.org)