



TREDYFFRIN TOWNSHIP LIBRARIES

TREDYFFRIN PUBLIC LIBRARY & PAOLI LIBRARY

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

Library Assistant: Children's Department: Tredyffrin Public Library

Description

Tredyffrin Public Library has an immediate opening for a part-time Circulation Assistant at the Children's Circulation Desk. Potential candidates for this position should be conscientious, detail-oriented, and function well in a busy environment and be able to work with a variety of people, including children.

The individual in this position plays a crucial role in any of the day-to-day operations in the library's public service environment. Primary responsibilities for this position include:

- Friendly and welcoming front line customer service.
- Check-in and check-out of library materials.
- Handling general account issues.
- Reader's Advisory.
- Using a cash register for customer transactions.
- Returning all library materials to the proper locations on the shelves.
- Ensure that the library environment is maintained in a neat and orderly fashion.

The hours for this position are Wednesday and Thursdays from 3-7 pm and other shifts as needed. A minimum commitment of 10 hours per week is required with a maximum of 28 hours per week.

This position reports to the Children's Librarian and the Customer Services Manager.

Qualifications

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Minimum qualifications include

- A high school diploma or GED equivalent (current high school student applicants will be considered).
- A broad knowledge of libraries and basic understanding of library procedures.
- Excellent organizational and verbal communications skills.
- Flexibility in scheduling.
- Genuine enjoyment of the public in general and specifically working with children.
- Commitment to public service.
- The ability to handle stressful situations.

Hiring organization

Tredyffrin Township Libraries

Employment Type

Part-time

Department

Circulation

Job Location

582 Upper Gulph Road, 19087,
Strafford

Working Hours

Wednesdays: 3 - 7 pm

Thursdays: 3 - 7 pm

Other shifts as needed

Base Salary

\$ 13 per hour

Date posted

August 11, 2021

- The ability to master basic and specialized online circulation functions and demonstrate current PC proficiency including internet, email, and Microsoft Office skills.
- Current child abuse clearance, current PA background clearance, and current Federal background clearance must be provided by the applicant. Reimbursement is available after 90 days of employment.

Physical requirements

Handle, lift, or move library materials weighing up to 25 lbs.; walk or stand for extended periods of time; wheel a cart of books weighing up to 125 lbs; stoop and reach in a confined area, operate computer equipment and keyboards with ease.

Contacts

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