

CIRCULATION ASSISTANT

The **Malvern Public Library** is seeking a circulation desk assistant to join their team. We are looking for someone with excellent communication skills; ability to create a welcoming friendly and professional atmosphere with the public & staff, fluency in the English language & computer skills. Duties will include checking-in, checking-out, shelving & pulling materials; addressing customer information needs. Applicants must be well organized & understand the Dewey system. Library experience is desirable. Must be physically able to handle, lift and move library materials up to 25lbs and to stand, sit, stoop, walk and reach within a confined area.

Wage is \$10 per hour. Between 10 and 20 hours/week. The current hours are Mondays 3-8pm and Tuesdays from 1-8pm. Occasional Saturday hours per staff rotations are required. MPL is an EOE.

Position requires a criminal background check and Child Abuse clearance is required. Send cover letter, references and resume to:

mstanton@ccls.org

or mail to:

Maggie Stanton
Malvern Public Library
1 E. 1st Avenue
Malvern, PA 19355