



TREDYFFRIN TOWNSHIP LIBRARIES

TREDYFFRIN PUBLIC LIBRARY & PAOLI LIBRARY

<https://www.tredyffrinlibraries.org/job/shelver-circulation-assistant-paoli-library-2/>

Circulation Assistant/Shelver: Paoli Library

Description

Paoli Library has an immediate opening for a part-time Circulation Assistant. Potential candidates for this position should be conscientious, detail-oriented, and interested in working with others while serving the community.

The individual in this position plays a crucial role in many of the day-to-day operations in the library's public service environment. Primary responsibilities include: providing general assistance with locating using library equipment and resources; check-in and check-out of items; scheduling and filling curbside pickup orders; returning all library materials to the proper locations on shelves; and ensuring that the library environment is maintained in a neat and orderly fashion.

The position will include some evening and weekend hours and a minimum commitment of 10 hours per week of scheduled work hours.

This position reports to the Branch Manager.

EOE employer, Position open until filled

Qualifications

- Minimum Qualifications Include:
 - A high school diploma or GED equivalent
 - A broad knowledge of libraries and basic understanding of library procedures;
 - Current child abuse clearance, current PA background clearance, and current Federal background clearance (must be provided by the applicant)

Physical requirements of this position Include the ability to:

- Operate computer equipment and keyboards with ease;
- Handle 24 lb. cases of paper, sit, walk, and/or stand for extended periods of time;
- Stoop, and reach in a confined area;
- Wheel a cart of books weighing up to 125 lbs.;

Contacts

For consideration please email your resume and a cover letter describing how your skills and experience meet the job qualifications by January 14, 2022 to: Beverly Michaels at bmichaels@ccls.org with subject line: Circulation Assistant

Hiring organization

Tredyffrin Township Libraries

Employment Type

Part-time

Job Location

18 Darby Road, 19301, Paoli

Working Hours

The position will include some evening and weekend hours and a minimum commitment of 10 hours per week of scheduled work hours.

Base Salary

\$ 13.00 / hour

Date posted

January 10, 2022