



TREDYFFRIN TOWNSHIP LIBRARIES

TREDYFFRIN PUBLIC LIBRARY & PAOLI LIBRARY

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

Circulation Assistant: Tredyffrin Public Library

Description

Tredyffrin Public Library has an immediate opening for a part-time Circulation Assistant to work afternoons, evenings and weekends. 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 evening and weekend hours in both the main library and the children's department. The position also includes a minimum commitment of 10 hours per week of scheduled work hours.

Minimum Qualifications Include:

- A high school diploma or GED equivalent (current HS student applicants will be considered).
- 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.;

Beginning wage \$15.00 hour.

For consideration please email your resume and a cover letter describing how your skills and experience meet the job qualifications by August 22, 2022 to:

Tara Thorne: tthorne@ccls.org
with subject line: Circ Assistant

EOE employer, Position open until filled

Qualifications

Minimum Qualifications Include:

- A high school diploma or GED equivalent (current HS student applicants will

Hiring organization

Tredyffrin Township Libraries

Employment Type

Part-time

Industry

Circulation

Job Location

582 Upper Gulph Road, 19087,
Strafford

Working Hours

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

Base Salary

\$ 15.00/hour

be considered).

- 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 to: Tara Thorne at tthorne@ccls.org with subject line: Circ Assistant