



# TREDYFFRIN TOWNSHIP LIBRARIES

TREDYFFRIN PUBLIC LIBRARY & PAOLI LIBRARY

## **Position Available**

### **Circulation Assistant: Children's Department**

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Seeking Circulation Assistant, part time, to work Sundays at Tredyffrin Public Library 12:30–5:00pm.

Tredyffrin Public Library is looking for a conscientious, detail-oriented, friendly Part Time Circulation Assistant to work in our busy Children's Department. Candidate will be responsible for performing Circulation procedures to ensure quality customer service and a smooth, accurate flow of library materials to and from customers. Candidate should function well in a busy environment and be able to work with a variety of people including children.

**Responsibilities:** Provide front line customer service assistance, checking materials in and out, handling general account issues, shelving materials, and providing reader's advisory.

**Requirements:** High school diploma or General Education Degree (GED). Excellent organizational and verbal communications skills, flexibility, genuine enjoyment of the public in general and specifically working with children, commitment to public service, and the ability to handle stressful situations. The ability to master basic and specialized online circulation functions, and demonstrate current PC proficiency including internet, email and Microsoft Office skills. Previous customer service or retail experience is preferred and a broad knowledge of libraries and basic understanding of library procedures is desirable.

**Physical abilities:** Handle, lift, or move library materials weighing up to 25 lbs.; stand at a computer terminal for up to 4 hours; wheel book trucks weighing up to 125 lbs.; and stand, sit, walk, stoop or reach within a confined area.

All library positions require the following criminal background and child abuse clearances:

Report of criminal history from the Pennsylvania State Police (PSP)  
Child Abuse History Clearance from the Department of Human Services  
(Child Abuse)

Fingerprint based federal criminal history submitted through the  
Pennsylvania State Police or its authorized agent (FBI).

Position Type: Part-Time \$10.00 per hour

Please send your letter of interest and resume to:

Tara Thorne

Customer Service Manager

[tthorne@ccls.org](mailto:tthorne@ccls.org)

Please include Circulation Assistant in the message.

EOE employer, Position open until filled

582 Upper Gulph Road, Strafford, Pa 19087  
Tel. 610.688.7092 Fax. 610.688.2014 [www.tredyffrinlibraries.org](http://www.tredyffrinlibraries.org)