



# TREDYFFRIN TOWNSHIP LIBRARIES

TREDYFFRIN PUBLIC LIBRARY & PAOLI LIBRARY

## **Position Available**

### **Part-time Shelver**

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Tredyffrin Public Library is seeking part-time shelver to work evenings in the Children's Department. Beginning wage \$8 hour with 9 hours per week.

Tredyffrin Library is seeking a conscientious, detail-oriented, friendly person to shelve materials and provide customer service. Candidate should function well in a busy environment and be able to work with a variety of people. The primary responsibilities of the position will be returning all library materials to the proper places on the shelves, and ensuring that the shelves and display areas are neat, orderly, and attractive.

Candidate will also be trained in basic circulation desk procedures (check-in and checkout, and retrieval of holds) and will be expected to serve as a backup circulation assistant. Candidate will also be trained in retrieving books from the outside book-drop.

Some HS required; a broad knowledge of libraries and basic understanding of library procedures is desirable.

Current child abuse clearance, current state background clearance, current federal background clearances are required. Please see [tredyffrinlibraries.org](http://tredyffrinlibraries.org) for more information.

Send letter of interest and resume to:

[aandre@ccls.org](mailto:aandre@ccls.org) with subject line: Children's Shelver

Physical requirements of this position are the ability to: operate computer equipment and keyboards with ease; handle 25 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.; operate a variety of computer and standard office machines.

EOE employer. Position open until filled.

November 2017