This part-time position is responsible for performing daily circulation procedures throughout the library.

Duties include:

- Assists patrons with finding and checking out library materials
- Assists patrons with use of library facilities including computers, printer, copier and fax machine
- Collects fines and fees for rental materials
- Examines returned materials for damage
- Shelves returned materials and maintains collection order through shelf reading
- Issues new patrons cards/uploads cards
- Assists with development and supports library programming
- Assists with processing materials
- Assists with weeding the collection
- Other duties as assigned

Qualifications Include:

- High School Diploma
- 1 year minimum of Customer Service experience
- Good communication skills and desire to work with the public
- Ability to learn the automated system
- PC Skills to include Microsoft Outlook and basic internet skills
- Ability to lift up to 25lbs
- Ability to work independently
- Ability to stand for up to 4 hours
- Ability to stoop and reach to shelve books
- Fluency in Spanish is a plus

This position requires successful documentation of the following clearances within the last 12 months:

- PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE
- PENNSYLVANIA STATE POLICE CRIMINAL RECORD CHECK
- FEDERAL BUREAU OF INVESTIGATION (FBI) CRIMINAL BACKGROUND CHECK

Hours: 15 hours/week. Saturdays 9:00am to 4:00pm (9:00 to 1:00 July and August) and flexible weekday hours between 10:00am and 6:00pm.

Compensation: $12.00/hour

Deadline: Until position is filled.

To apply, please email a resume with cover letter to Robbyn Kehoe (she/hers) at rkehoe@ccls.org.

The Atglen Public Library supports workplace diversity and is an Equal Opportunity Employer (EOE)