Job Objective: Performs all functions at the circulation desk necessary for the efficient operation of the library. Must be available to weekdays, and some weekend shifts.

Reports to: This position reports to the Head of Circulation.

Duties and Responsibilities:
• Check-in & check-out duties at the circulation desk using an automated system
• Issue new library cards and update customer information
• Ensure the effective flow of library materials
• Assist customers in locating library materials, which includes using the catalog
• Assist customers with copier, scanner and fax machine
• Respond to customers’ requests either in person or via telephone
• Provide book recommendations to patrons upon request
• Sort and shelve library materials
• Interact with customers and co-workers in a professional manner

Qualifications:
• Ability to master automated circulation functions
• Computer skills and internet searching
• Good oral communication skills
• Enjoy working with the public
• Knowledge of children’s literature preferred
• Ability to coordinate work schedule
• Ability to multi-task

Physical Requirements:
• Handle, lift and move library materials
• Stand at a computer for the duration of a work shift
• Answer the telephone
• Operate a keyboard
• Wheel bookcarts up to 125 lbs

Job Hours: Approximately twelve hours/week. The position is for the main circulation desk. Help is needed Monday and Tuesday afternoons, along with Wednesday mornings. Three weekend shifts of 3-4 hours are also required. Flexibility desirable (available immediately).

Pay: $11.75/hour

Easttown Library & Information Center is an Equal Opportunity Employer and complies with the American with Disabilities Act (ADA). All library positions require a PA state criminal background check, PA Child Abuse History Clearance and a FBI fingerprint based federal criminal history background check.
Job Application Submission:
Applications are on the Easttown Library website under Working at the Library—Part-Time Positions. Please submit completed applications to Scott McDonnell, Head of Circulation at smcdonnell@ccls.org.