



TITLE: Part-Time Circulation Assistant

Average of 15-20 hours per week including two Saturdays per month

RATE: \$10.50/hour, Non-exempt

REPORTS TO: Library Operations & Programming Manager

SUMMARY:

The Circulation Assistant provides front-line customer service performing all circulation duties. This position helps ensure smooth library operations and contributes to creating a welcoming, engaging environment for all patrons.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Support daily circulation operations including registering new borrowers, updating patron accounts, checking materials in and out, and processing fines and fees.
- Assist patrons in locating materials, navigating the library catalog, and using computers and other library technology.
- Share in maintaining building security and completing opening and closing duties.
- Contributes to the development and implementation of library programming, promoting lifelong learning and community engagement.
- Offer reader's advisory and promotes library resources
- Sort and re-shelve library materials accurately.
- Participate in community outreach efforts contributing to the success of programs, events, and fundraisers.
- Assists with guiding volunteers.
- Design engaging book and information displays highlighting library resources and programs.
- Attend monthly staff meetings.
- Communicate effectively and courteously with patrons, coworkers, and community partners.
- Perform related work as required
- Perform other duties as assigned.

QUALIFICATIONS:

- High school diploma or equivalent required; college coursework or experience in education, child development, or libraries preferred.
- Strong interpersonal and communication skills to provide *excellent* customer service skills; comfortable engaging with children, families, and the public.
- Creativity, flexibility, and initiative in developing engaging library programs.
- Proficiency in computer and internet use, including Microsoft Office
- Ability to perform basic arithmetic computations.
- Ability to multitask, prioritize, and work independently or as part of a team.
- Ability to work independently with self-discipline and attention to detail.
- Ability to successfully pass and maintain the following background checks:
 - Pennsylvania State Police Criminal Background Check,
 - Pennsylvania Child Abuse History Certification.
 - FBI Fingerprint

PHYSICAL REQUIREMENTS:

- Ability to lift and carry up to 20 pounds.
- Ability to stand for up to 2 hours.
- Ability to bend, stoop, squat, reach, and stretch for shelving books and other library procedures.
- Ability to perform repetitive actions.

SELECTION

Based on education, work experience, merit, training, and interview.

Adamstown Area Library is an Equal Opportunity Employer.