Circulation Aide

The Middletown Public Library in Middletown, Pennsylvania is seeking an enthusiastic and friendly Circulation Aide to work at the circulation desk in a part-time employment capacity. We are a small library with dedicated staff and volunteers focused on our patrons and the community!

Primary Responsibilities

- Performs circulation desk duties, including greeting patrons, checking in and out library materials, registering new patrons, collecting fines, and shelving books.
- Provides Patron Services including but not limited to assisting with computers and other technology, reader's advisory, and reference services.
- Works proficiently with basic computer software and library management programs.
- Communicates effectively with supervisors, peers, and patrons.
- Assists with keeping all library areas neat, clean, and orderly.
- Promotes library programs and resources to patrons.
- Opens and/or closes the library
- Follows and carries out all Middletown Public Library policies and procedures.
- Performs other related duties as assigned.

Skills:

- Patron Services
- Telephone Etiquette
- Regular Money Handling
- Punctuality and Dependability
- Organization and Time Management
- Professional Interpersonal Communication
- Attention to Detail
- Problem Solving and Decision Making
- Computer Proficiency

Organizational Relationship
This position reports directly to the Library Director

Educational Requirements
High school diploma required. Library experience preferred.

Hours and Compensation
Determined by current Library needs and may vary during the year; $11 an hour

To apply send a resume, cover letter, and references to the Library Director via email at director@middletownpubliclib.org

Last Updated: 3/5/2025