

Circulation Aide/Library Assistant

The Middletown Public Library in Middletown, Pennsylvania, is seeking an enthusiastic and friendly part-time library clerk to work at the circulation desk for approximately 12 hours a week. We are a small library, dedicated staff and volunteers, focused on our loyal patrons and the community!

The work schedule would be a day shift on Monday and a Saturday morning shift. Schedule may vary during the year. The ideal candidate for this position works well in a team-oriented environment, but also able to work independently, enjoys working with people of all ages, possesses excellent oral communication skills, has strong customer service skills, and is proficient in all Microsoft applications. Strong computer skills are required as duties include basic computer and technology assistance. A flexible schedule and prior library experience are preferred.

Primary Responsibilities

- General Circulation Desk duties, such as but not limited to: checking in/out library materials, assisting patrons with computers, reference and reader's advisory, pulling items for holds, calling patrons for holds, collecting materials from book-drop, shelving material and shelf reading
- Opening/Closing the library
- Other duties as assigned

Organizational Relationship

This position reports directly to the Library Director. This position cooperates with other staff members to meet the needs of the public, community, and the Library.

Educational Requirements

High school diploma required. Library experience preferred.

Hours and Compensation

This is a part-time position of approximately 12 hours a week. Salary commensurate with experience.

Please e-mail resume, cover letter, and professional references to Library Director:

director@middletownpubliclib.org