

CHELTENHAM TOWNSHIP LIBRARY SYSTEM

DATE: July 2021

POSITION TITLE: Circulation Assistant (Multiple positions in different branches in system)

FLSA STATUS: Part-Time, Non-Exempt **HOURS:** Flexible hours, including nights and weekends

SALARY: \$12.00

Job Summary:

Under the direction of the Head Librarian and the supervision of the Circulation Supervisor, the Circulation Assistant provides engaged and friendly service at the public desks throughout the Cheltenham Township Library System. The Circulation Assistant helps patrons with their information and circulation needs in person, on the phone, and via email, shelves and processes collection materials, assists patrons with ready reference and reader's advisory, and guides patrons in the use of computers, scanners and printers. Additionally, the Circulation Assistant supports library events for all ages, assists in the opening and closing of branches, and performs a variety of clerical tasks which support Library services.

The Circulation Assistant position serves as the public face of the library, interacting with each customer that needs assistance. As such, the person in this position must be able to commit to customer service excellence and the furthering of a warm, friendly and welcoming environment.

Education and Experience

- Required:
 - o High School Diploma or GED
 - o 1 year customer service experience

HOW TO APPLY

- For a full job description and fillable application form, applicants should visit our website at <https://cheltenhamlibraries.org/about-us/job-opportunities/>
- Applicants should email a completed application, resume and cover letter in PDF format to ctlsoffasst@mclinc.org