



Position Available: Children's Library Assistant/Shelver

Seeking Part-Time Children's Library Assistant/Shelver to work evenings and Saturdays at the Kennett Library. Maximum 20 hours per week.

Open Hours

Mon-Thurs: 9am-8pm

Fri: 9am-5pm

Sat: 9am-4pm

Kennett Library has an immediate opening for a conscientious, detail-oriented, friendly person to provide customer service and shelve materials. Candidate should function well in a busy environment and be able to work with a variety of people. The primary responsibilities of the position will be in the children's library and the candidate will also be trained in basic circulation desk procedures (checkin and checkout, and retrieval of holds). Candidate will be expected to help return all library materials to the proper places on the shelves, and ensure that the shelves and display areas are neat, orderly and attractive. Preference will be given to candidates who are somewhat knowledgeable about children's literature and/or able to run a program at night.

-Some HS is required; a broad knowledge of libraries and basic understanding of library procedures is desirable

-Spanish is preferred, but not required

-Candidate must supply current child abuse clearance, current PA background clearance, and current Federal background clearance

-Physical requirements of this position are the ability to: operate computer equipment and keyboards with ease; handle 24 lbs of paper, sit, walk and/or stand for extended periods of time, stoop and reach in a confined area; operate a variety of computer and office machines

-Beginning wage \$10.00/hour

Accepting application until position is filled.

Please email resume and cover letter with the subject line "Children's Library Assistant/Shelver" to Megan Walters at mwalters@ccls.org