

Title: Circulation Assistant

Location: Coatesville Area Public Library, 501 E. Lincoln Hwy Coatesville, PA

Department: Circulation

This part-time position is responsible for serving a diverse, urban community

This position requires a high school diploma or GED, some college is preferred. Candidates should have excellent oral and written communication skills, organization skills, and experience with Microsoft Office, Google, and the internet. Enthusiasm, flexibility, energy, and a genuine enjoyment of working with library customers of all ages and diverse backgrounds are necessary. We are especially seeking a candidate who is fluent in Spanish (preferred).

The ideal candidate will have excellent customer service skills and a desire to help their community. Daily tasks may include: Opening and/or closing procedures of the library, operating a cash register, operating library circulation software, running reports, shelving, checking in/out, locating, and pulling books and other library materials, promoting and answering questions about library programs, scheduling meeting rooms, answering phones, answering patron reference questions, assisting patrons on public computers or personal electronic devices, assisting with printing services, light cleaning tasks, etc.

Required physical abilities: to operate a keyboard; to kneel, bend, reach, stoop; to stand, walk, and sit for most of the day; to repeatedly lift, move, handle, and shift library materials weighing up to 25 pounds and push carts of up to 125 pounds.

All library positions require the following criminal background and child abuse clearances: Report of criminal history from the Pennsylvania State Police (PSP); Child Abuse History Clearance from the Department of Human Services (Child Abuse); and Fingerprint based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI).

Position Type: Part-Time

Salary Information: \$11.50 per hour

Shift: Mondays 2pm-7:15pm, Thursdays 2pm-6:15pm, Fridays 9:30am-1:30pm and the 4th Saturday each month 8:30am-4:15pm

Weekly Hours: 13 hours minimum

Send resume and cover letter to atimlin@ccls.org

Deadline: Applications will be accepted until position is filled.

Original posting date: 6/20/2025

The Coatesville Area Public Library is an Equal Opportunity Employer committed to diversity in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, age, national origin, disability, protected veteran status, gender identity or any other factor protected by applicable federal, state, or local laws.