

JOB POSTING

Circulation Aide 2 Position

The Kelley Library is seeking an individual to perform non-professional library work at the children's circulation desk, providing courteous and helpful customer service to patrons of all ages, while performing circulation duties. Responsibilities include circulation, and basic collection maintenance under the direction of the Head of Youth Services. The library is looking for someone with strong customer service skills, the ability to work with a team and independently, and a solid understanding of the value of library services for all ages.

This is a part time position, approx. 20 hours a week (5 – 4 hour shifts, including an occasional Saturday as needed) Rate of pay is \$18.39. EOE. PTO time is included, however no other benefits are offered.

Please submit application to Laura Stevens, Assistant Director, or email lstevens@kelleylibrary.org

Experience in libraries preferred. Customer service experience preferred, with the ability to work positively with the public and staff.

Approx. 20 hours weekly, generally 12:30-4:30pm Mon-Fri