

CIRCULATION ASSISTANT

The Malvern Public Library is seeking a Circulation Assistant to join our team. We serve the borough of Malvern as well as the townships of East Goshen, East Whiteland, and Willistown. The library, located on the ground floor of the Malvern Borough Administration Building, has recently undergone a beautiful interior renovation.

We are looking for someone with excellent communication skills; ability to create a welcoming, friendly, and professional atmosphere with the public and staff; fluency in the English language; strong attention to detail; and strong computer skills. Library experience or other customer service experience is desirable but not required. An interest in art is ideal, as we're looking for someone to take over our local artist display coordination. Physical ability to handle, lift, and move library materials up to 25lbs and to stand, sit, stoop, walk and reach within a confined area is required.

Duties will include but not be limited to:

- checking materials in and out
- shelving and retrieving materials
- addressing customer information needs in person, over the phone, and over e-mail
- creating patron accounts for new members
- processing fines and fees
- assisting with program registration, set-up, break-down, and offering support to presenters
- special projects as needed

Salary: \$14 per hour.

Schedule: Mondays 8:45am-3pm and Tuesdays 12pm-3pm. Occasional Saturdays from 8:45am-4pm per staff rotation are required (usually one Saturday every 5-6 weeks).

How to apply: Send cover letter, references and resume to Justine Fafara, Library Director, at jfafara@ccls.org. Position requires a criminal background check and child abuse clearance.

Application deadline: Sunday September 28, 2025

Preferred start date: Monday October 6, 2025

Malvern Public Library is an Equal Opportunity Employer.