

Job Description: Circulation/Youth Service Clerk Daytime

Position Type: Part-Time

Pay:

Schedule: Monday, Wednesday, Friday, 10:00 AM – 3:00 PM, plus one Saturday per month on rotation.

Position Overview

The Youth Services/Circulation Clerk supports library operations by assisting with youth programming, providing customer service at the circulation desk, and performing a variety of clerical and organizational tasks. The ideal candidate is enthusiastic about working with children and families, detail-oriented, and committed to fostering a welcoming library environment.

Key Responsibilities

Youth Services Support

- Assist with planning, setting up, and facilitating youth programs.
- Help maintain and organize youth collections, displays, and program supplies.
- Interact with children and caregivers to promote library resources and services.

Circulation Desk Duties

- Greet patrons and provide excellent customer service.
- Check materials in and out using the library's circulation system.
- Assist patrons with account inquiries, renewals, and placing holds.
- Handle payments for fines, fees, or other library resource costs.

General Library Support

- Answer basic questions about library policies, programs, and resources.
- Shelve returned items and ensure materials are in proper order.
- Assist in maintaining a clean and organized library environment.

Qualifications

- Experience working with children and families, especially in an educational or community setting, is a plus.
- Strong customer service skills and ability to work with diverse populations.
- Basic proficiency with computers and ability to learn library software systems.

Schedule Requirements

This position requires working 10:00 AM – 3:00 PM on Monday, Wednesday, and Friday, as well as one Saturday per month as part of a team rotation. Flexibility for occasional schedule adjustments to accommodate special events or programs is a plus.

Physical Requirements

- Ability to lift and carry up to 25 pounds.
- Frequent standing, walking, bending, and reaching.

Application Process

To apply, please submit a resume and cover letter to Janae Callihan via email jcallihan@bcfls.org

Applications will be reviewed on a rolling basis until the position is filled.