



The Carnegie Library of Homestead seeks a customer service-oriented individual to serve as Circulation Clerk.

The ideal candidate will be responsible for providing excellent customer service while performing duties such as checking materials in and out, shelving, registering patrons for new cards, collecting fines, assisting with readers' advisory and reference questions, and providing patrons basic computer help. This is a part-time position, 32 hours per week, primarily daylight, and 1-2 Saturdays per month; excellent benefits including an employer paid medical healthcare plan, 401K and paid holidays and vacation time, and free gym membership. We also offer continuous learning programs. Employee is subject to a criminal background check, FBI and youth clearance-check prior to employment.

Primary Responsibilities

- Demonstrate excellent customer service by being available to serve as point of contact for all visitors and guests
- Capably represents CLoH by maintaining a professional appearance
- Checking materials in and out
- Ordering materials from other libraries
- Shelving
- Registering patrons for new cards
- Assisting with readers' advisory and reference questions in person and on the phone
- Providing the public with basic computer help
- Performs other duties as required.

Knowledge and Skills

- Ability to work as part of a team.
- Ability to interact courteously and effectively with the public and with other staff.
- Ability to respond in an effective manner to the concerns of library patrons.

Education and Experience

Must have a high school diploma or equivalent. Knowledge of computers, computer applications and office equipment (such as photocopiers and printers) is essential.

How to Apply

Qualified applicants should submit a cover letter, resume, and 3 references to humanresources@carnegieofhomestead.org.

Organization Background

The modern mission of the Carnegie of Homestead is to provide programs and facilities that enhance learning, wellness and quality of life within and outside the Steel Valley. Unique from other libraries, the Carnegie of Homestead includes a library, athletic club and music hall. The Music Hall has a seat capacity of 1,000 and attracts audiences from across our region and across our country. Many nationally recognized artists and bands perform at the Music Hall, and over 75 concerts are booked annually. The Library offers programming from toddlers through seniors. The Athletic Club includes several fitness-related amenities, including a pool, gymnasium, indoor baseball facility and full-service exercise facility. Currently, there are approximately 1,300 dues paying members.

The library has expanded over the past 10 years to serve almost 70,000 residents throughout the Mon Valley, and is located 5 miles south of Pittsburgh, Pennsylvania. It operates on an annual budget of \$588,000, with an overall organizational budget of \$2,300,000.