

The Ellwood City Area Public Library is looking for someone to join their team and make a difference in the community.

WE'RE HIRING!

Circulation desk/ILL Assistant

The position is 26 hours a week with some weekends and some evenings.

Qualifications:

- Excellent interpersonal and customer service skills that display a positive attitude and the ability to interface with people of all backgrounds and ages.
- Applicants must have a minimum of a high school diploma or GED.
- Must be comfortable and proficient with technology.
- Applicant must be organized and able to work with others and work independently.
- The ability to alphabetize and arrange items numerically.

The candidate will be required to obtain PA Child Abuse/FBI Clearances and successfully pass a criminal background check.

Jobs will include:

- Working the circulation desk; checking Patron's books in and out, helping a Patron with printing material, handling money and keeping the work and front area tidy.
- May be asked to assist with Interlibrary loans (training will be provided)
- Will be responsible for processing the cataloged books for circulation (training will be provided)
- Doing tasks to help the everyday running of the Library.

All resumes should be turned in by August 28, 2026.

Drop off your resume at the Library, 415 Lawrence Ave. Ellwood City PA 16117 during normal business hours or email to hbaker@ellwoodcitylibrary.org.