



Circulation Assistant

Position 1: Up to 20 hours/week; \$14.75-\$15/hour

Position 2: Up to 16 hours/week; \$14.75-\$15/hour

**Applications must be received by Tuesday, November 1.**

The Aloha Community Library is a dynamic nonprofit public library that provides a wide range of services. We are seeking two team-oriented library enthusiasts to serve as part-time Circulation Assistants.

Ideal candidates are positive, practice proactive customer service, are passionate about library services, and are eager to learn and innovate. Library experience is a plus, but not required. Circulation Assistants spend most of work hours at the Service Desk, checking materials in and out, and answering patrons' questions. These positions require excellent organizational and communication skills, flexibility, the ability to work independently, the enjoyment of working with a diverse group of people, and the ability to work evening and Saturday shifts.

***The Aloha Community Library Association is committed to building an equitable and inclusive organization that embraces and amplifies the diverse voices of our community. Everyone interested in serving our community is encouraged to apply.***

Employment announcement, position description, and application are available at the library and online at <https://alohalibrary.org/support-us/jobs/>.

To be considered, please submit an application, cover letter, and resume (including references) to Terri Palmer, Library Director. **Please indicate in your cover letter if you would like to be considered for Position 1, Position 2, or both.**

Email: [volunteer@alohalibrary.org](mailto:volunteer@alohalibrary.org)

By mail or in person:  
Aloha Community Library Association  
17455 SW Farmington Rd., Suite 26A  
Aloha, OR 97007

Applicants will be evaluated based on related training and experience. Finalists will be interviewed. A pre-employment background check is required before hire. The Aloha Community Library Association is an equal opportunity employer.