



We are hiring!

About the job:

- Circulation Assistant
- 12 hours per week; \$15.45-\$15.60 per hour
- Starting schedule: Mondays, Tuesdays, and Wednesdays, 2:15pm-6:15pm (schedule may change over time as the library's needs change; supervisors may ask for help covering other shifts, as needed)
- Circulation Assistants spend most shifts working directly with patrons, coaching patrons on technology skills, checking materials in and out, shelving, and keeping the library tidy and safe.

Who are we looking for?

- 18 years and older
- Library experience is a plus, but not required. Other work skills are more important, like positive customer service skills, good computer and personal device skills, a knack for explaining technology skills clearly and patiently to patrons, the ability to communicate clearly, flexibility to move between different tasks throughout the day, and the ability to pay close attention to details. People with training as baristas, in retail, and mental health/social services backgrounds have found success in this position in the past.
- Positive, team-oriented people who take pride in their work, are respectful and kind to coworkers and patrons, and enjoy working with our diverse community.

About the Aloha Community Library Association (ACLA):

- We are a dynamic nonprofit public library that provides a wide range of services to ensure our community thrives.
- We celebrate intellectual freedom and actively work to dismantle barriers to free access to information for everyone.
- We are committed to building an inclusive, anti-racist organization. We do not engage in or tolerate discrimination on the basis of race, color, gender identity, gender expression, religion, age, sexual orientation, national or ethnic origin, disability, marital status, military veteran status, or any other protected group.
- We are a proud member of Washington County Cooperative Library Services.

How to apply:

Applications will be reviewed on a rolling basis beginning Monday, 3/25/24, until the position is filled.

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

Please submit a cover letter, completed application, and resume to Terri Palmer, Library Director.

Email: terrip@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.