

Position: LIBRARY PAGE

(Averages 9-13 hours per week)

DUTIES

1. Shelf materials throughout building.
2. Assist in loading and unloading boxes of books on bookmobile.
3. Read shelves (i.e. checking labels on shelved materials to make sure they are in proper order on shelves).
4. Straighten materials on shelves.
5. Check in and out materials at circulation desk and assist patrons.
6. Will also entail some typing, processing and mending books, answering the phone and reference questions, and other tasks as assigned.

REQUIREMENTS

1. Must be at least 16 years of age and if a current student must have above average grades.
2. Has the time to commit to regular working hours.
3. Physical ability to lift and carry boxes of books, climb stairs and use a keyboard.
4. Positive public service attitude; ability to work in a team environment; ability to pay attention to detail; self-motivated; willingness to do a good job
5. Dependable transportation
6. Desirable: familiarity with computers, organization of library, Dewey Decimal system

TERMS

- (a) Average of 11 hours per week.
- (b) 4 p.m. to 8 p.m. on weekdays
- (c) 8 a.m. to 1 p.m. on some Saturdays
- (d) Some weekday, daytime hours during school vacations may be required.
- (e) Hourly wage of \$8.87 an hour. There are no benefits such as vacation, sick time or health insurance.

POSITION AVAILABILITY

The position will be open until filled.

Notes to Applicants: (1) The library accepts applications only in response to job postings. Those applications are held only for sixty (60) days. (2) Not every applicant will be interviewed. (3) Once an application is filed, please **do not** call to check on its status. (4) The library is an equal opportunity, at will employer.