

Position: Library Assistant (Full-Time)

Duties:

1. Plan and implement programs inside the building for pre-school and elementary children as well as outreach programs, working closely with the Children's Services staff.
2. Assist in the general operation of children's services including working with book bag service with local school classrooms.
3. Help patrons at the circulation desk according to policies of the Jay County Public Library and the Evergreen Indiana library consortium.
4. Perform a variety of other clerical, general office, and library-specific duties to be assigned based on education, experience, and strengths.

Required Skills and Background:

1. High school diploma or GED.
2. Experience working with children of all ages.
3. Positive public service attitude, outgoing personality, creativity, attention to detail, ability to work in a team environment, willingness to learn, self-motivated.
4. Physically able to carry tote boxes and push carts of materials, climb stairs, be able to rearrange furniture for programs, respond to the needs of children, crouch or reach to retrieve library materials.
5. Computer skills and comfort with technology, dependable transportation.
6. Familiarity with organization and functions of the library.

Terms:

1. 37.5 hours per week including some evening and Saturday assignments. The schedule will be fairly consistent but may change based on future needs of the library.
2. Starting pay is \$19.39 per hour. Pro-rated amount of PTO upon start of employment.
3. Enrollment in the Indiana Public Retirement System.
4. Once an application is filed, please **do not** call to check on its status.

Position Availability:

Immediate - Applications accepted until position is filled.

Application Procedures:

Pick up application at the front desk at the library and return it back with a letter of interest and resume to the front desk or mail to: JCPL Attn: Eric Hinderliter 315 North Ship Street Portland, IN 47371. Or, find application on our website (www.jaycpl.lib.in.us) and email application, letter of interest and resume to ehinderliter@jaycpl.lib.in.us.