**Library Assistant - Entry level, training provided**

**Schedule: Saturdays 9:45am-6pm & Sundays 12:45pm-6pm**

**Compensation: $17-20 per hour. Paid holidays, vacation and sick time after 90 days**

**General Description:**

This is a part-time position. This person is responsible to perform general library tasks and customer service activities under the supervision of senior staff. All work hours are on-site.

**Qualifications:**

* Must be at least 16 years old with reliable transportation
* Competence with basic computer functions as used in the library setting
* Excellent customer service, communication, and organization skills

**General library duties performed by all personnel:**

* Provide customer service
* Circulate materials including check-out, check-in, renewals, holds, and reserves
* Assist patrons in use of library resources including databases
* Provide patrons with assistance using computers and other library resources
* Re-shelve materials and other items in the proper manner
* Prepare materials for circulation
* Receive and refer complaints and non-conformance forms
* Maintain the library’s physical presence
* Create and issue library cards
* Assist with special programs as requested
* Provide basic repairs to library materials
* Participate in creating displays, exhibits, and programs
* Other duties as assigned

Extra consideration is given to applicants with experience in customer service and/or library settings.

To apply, complete the application available at the library and on our website and return to the library. You may attach a resume or cover letter to the completed application. Resumes that are not accompanied by a completed application will not be considered.

Questions regarding this position can be sent to Donita Ward at [director@wblibrary.org](mailto:director@wblibrary.org).