REED MEMORIAL LIBRARY
TWO (2) PART TIME POSITIONS AVAILABLE:

LIBRARY ASSOCIATE

Do you think the library is an integral part of the community? Do you want to be an active participant in realizing that belief? Combine your passion for libraries, outgoing personality, and desire to help others to help make a difference in the daily lives of our patrons.

Qualifications:
High school diploma or equivalent

Main Function:
Work at the Public Services Desk and perform all related clerical duties to serve the public.

Create a welcoming environment for library visitors of all ages, especially people who are visiting for the first time
See job description for other requirements – available on website

Pay: Range 5: $12.32 - $17.86/hour
Part time: 20 hours per week

OPERS retirement and leave benefits
Hourly; Non-exempt from FLSA overtime provisions

Qualified applicants must submit:
Cover Letter
Resume
Application – (available at Public Services Desk and on Library website: https://www.reedlibrary.org/employment)
to the Administration Office at Reed Memorial Library, 167 East Main St. Ravenna, OH 44266 or by email to: karnoto@reedlibrary.org

POSITION IS OPEN UNTIL FILLED

Posted: 2/17/2022