Position Available

Library Associate – Part-time

**Duties:** Includes charging and discharging of library materials, patron registration service, and patron services (i.e. taking and placing material reserves, renewals), equipment assistance (i.e. computer assistance, copier/printer assistance and faxing), telephone duties, collection of fees, processing of notices, cleaning of materials, and assisting/performing programming. Provides customer service to all patrons, assisting patrons of all ages with their information and readers’s advisory needs and other duties as assigned.

**Requirements:** Team player with a high school diploma or equivalent. High energy level, excellent people skills, good communication and interpersonal skills, computer skills a must (test will be given prior to interview), general knowledge of library and materials, ability to work with all ages, flexibility in scheduling, ability to adapt to a changing environment, proficient reading/listening skills, manual dexterity, and the ability to stand for extended periods of time.

**Schedule/Salary:** 24-hours per week / schedule will include afternoons, evenings and weekends. Wages start at $10.00 per hour/ includes sick and vacation time – no health benefits.

**To Apply:** Send cover letter and resume including three (3) work related references to:

hollinja@herrickliboh.org

**Closing Date:** Open until filled.