

Richland Community Library
EMPLOYMENT OPPORTUNITY

Library Page (Part-Time Summer Position)

Application Deadline: June 1st, 2019

Position Description

Under supervision, is responsible for performing routine clerical work at the library, including but not limited to:

- Sorting and shelving library materials in numerical or alphabetical order;
- Pushing fully-loaded book carts and bins;
- Checking shelves for accuracy and misplaced materials;
- Retrieving the book-drop;
- Assisting in maintaining a welcoming & orderly appearance of the library;
- Assisting with the running and operations of library programs;
- Assisting patrons and staff, as directed by supervisor;
- Performs additional tasks as assigned.

Working Conditions

Part-time position with variable hours, including day, and possible evening and Saturdays may be required. Job requires lifting, bending, pulling, pushing, stooping and standing for long periods of time.

Compensation and Hours

\$7.50 per hour/ 8-10 hours per week

Knowledge and Abilities Required

- Ability to spell and file alphabetically and numerically.
- Ability to complete repetitious tasks with accuracy and speed.
- Ability to work independently and with others to complete routine tasks.
- Ability to communicate effectively with patrons and staff in a pleasant manner.
- High school student or graduate.

Knowledge and Abilities Preferred

- Experience working or volunteering in a library.
- Knowledge of Dewey Decimal System.

Please complete an application and a short letter of introduction
(telling us about yourself and why you are interested in the position)

**Submit to our email at kmccconnell@richlandlibrary.org or in person at the
Main Circulation Desk at the Library**

*** Please note days you CANNOT work this summer (due to planned vacations or other)
in your application ***