**Crooked Tree District Library - Job Description**

**Title:** Library Assistant

**Starting wage:** $ 14.00/hour

**Reports to:** Director

**Supervises:** N/A

**Date last Reviewed:**  February 2023

Candidates must be friendly and welcoming, patron focused, reliable, organized, flexible, show initiative, be a good communicator, and a sense of humor never hurts.

This is a part time position that will include one evening per week and four hours every Saturday. Library experience preferred, but not required. A minimum of two years post high school education and 2-3 years working with the public.

This position will primarily be at the Boyne Falls branch but could be called upon to fill in at the Walloon Lake location.

Responsibilities include:

Assisting patrons with information needs and readers advisory

Checking items in/out

Emptying book drop

Shelving books

Processing new items

Preparing items for delivery pick up

Other duties as assigned

Qualifications:

Two years post high school education

Two to three years’ experience in a public setting

Computer knowledge

Good communication skills, over the phone and in person

Previous library experience preferred, but not required

Please send a cover letter and resume to [leanne@crookedtreelibrary.org](mailto:leanne@crookedtreelibrary.org)