



Orion Township Public Library

Position Available
Part-time Shelver
Orion Township Public Library

Position: Shelver
12 hours/week; anticipated schedule includes Tuesday and Thursday evening (5-9pm), and Saturday afternoon (1-5pm)
Department: Adult and/or Youth Services
Salary: \$13.03/hour

Primary Job Duties:

Sort and shelve materials, ensure items are properly shelved, perform general support tasks and maintain orderliness of the library.

Required Qualifications:

- Basic knowledge and skills typically acquired through enrollment of a general high school program
- Knowledge of library practices and operations
- Skill and accuracy in filing, alphabetizing, sorting, and basic mathematics
- Ability to work well with details
- Ability to follow directions and perform tasks with minimal supervision
- Ability to communicate effectively
- Ability to establish effective working relationships with others
- Ability to use good judgment, initiative, and resourcefulness when dealing with other employees and the public.

Physical Demands and Work Environment:

The duties of this job require handling books and other items of varying weight, size, and shape, reaching shelves from ground level to six feet or more in height, inspecting materials for labels that might be in small print.

Dates: Applications submitted by 5pm, Friday March 1, 2024, will receive first review

To Apply: Joyce Becker
Orion Township Public Library
825 Joslyn Road
Lake Orion, MI 48362
248-693-3000 x431
Electronic submissions accepted, send to: jbecker@orionlibrary.org

This is an at-will position.

Orion Township Public Library is an Equal Opportunity Employer.