

## BAD AXE AREA DISTRICT LIBRARY

---

200 S. HANSELMAN ST. • BAD AXE, MI 48413  
989.269.8538 (PHONE) • 989.269.2411 (FAX) • [www.badaxelibrary.org](http://www.badaxelibrary.org)

**Position:** Library Clerk, Programming & Outreach  
**Rate of Pay:** \$13.75 per hour  
**Hours:** 20 - 24 hours per week, primarily afternoon/evenings and Saturdays.

**Date Available:** July 21, 2025

### Summary:

The Bad Axe Area District Library is looking for a friendly and enthusiastic person to join our team as a Programming and Outreach Library Clerk. Qualified candidates will be excited about bringing the library out into the community with our Bookmobile, and providing fun, educational, and interesting programming for all ages here at the library. Additionally, this role will include general circulation and reference work.

### Qualifications:

- High school diploma or equivalent required.
- Library work experience preferred.
- Strong computer skills required. Must be able to use Microsoft Office and various web-based applications proficiently. Must be able to assist patrons with computer questions.
- Strong attention to detail, excellent organizational and communication skills.
- Must enjoy working with children, teens, and adults.
- Possession of a valid Driver's License
- Physical Requirements: must be able to lift and carry boxes of books weighing up to 40 lbs.

### Primary Job Duties:

- Assist in the planning and leading of programs for toddlers, school-aged children, and adults
- Be the primary driver of our Library Bookmobile
- Represent the library at off-site events
- Assist patrons at the circulation desk
- Shelve library materials and maintain an orderly facility
- Other duties as assigned

### To Apply:

- Send a resume and two professional references to [bmccrea@badaxelibrary.org](mailto:bmccrea@badaxelibrary.org), Attn: Brynne McCrea by July 16, 2025.