

**Job Posting: Laingsburg Public Library Assistant****Location:** Laingsburg, MI**Compensation:** \$ 12.50/hr**Application Deadline:** August 19, 2025, at 6:00 PM

The Laingsburg Public Library is seeking an enthusiastic and service-oriented **Library Assistant** to join our team. Under the supervision of the Library Director, the Library Assistant provides friendly, and user-centered service to all community members. This position supports a wide range of library operations including customer service, programming, outreach, and basic tech support. This part-time role (10 hours/week) requires one night per week.

**Qualifications:**

- High school diploma (bachelor's degree preferred)
- Library experience preferred

**Key Responsibilities:**

- Assist at circulation desk and provide friendly customer service to all patrons
- Answer questions about library services, policies, and digital tools
- Help patrons locate materials and resolve account issues
- Handle checkouts, returns, fees, and library card registration
- Recommend books and promote library materials
- Process interlibrary loan requests and manage materials flow
- Shelf items and support a clean, organized library space

**Physical Requirements:**

- Ability to lift 30+ lbs., sit/stand for extended periods, and operate office equipment

