

**Job Posting: Laingsburg Public Library Assistant****Location:** Laingsburg, MI**Compensation:** \$12.50/hour**Application Deadline:** May 9, 2025, at 5:00 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 nights and occasional weekends.

**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

**How to Apply:**

Submit your **resume, references, and cover letter** to **Sara Danford, Laingsburg Public Library Director** via email at [sjd.libdirector@gmail.com](mailto:sjd.libdirector@gmail.com) by **May 9, 2025, at 5:00 PM**.