

Job Description Summary Comstock Township Library

Job Title: Youth Library Aide

Job Classification: Non-professional; part-time; no benefits

Salary: Minimum wage

Hours: Up to 20 hours a week from June-August; 6-10 hours a week from September-May

Supervision Received: Works under the direction of the Young People's Librarian

Job Duties:

- Library Aides are responsible for shelving all returned materials in the Young People's department. This includes checking items in and sensitizing them, transporting carts between floors, and shelf reading (making sure books are in correct order on the shelf).
- Library Aides are also responsible for cleaning up the Young People's department which includes putting toys away, picking up stray books on the shelves, and straightening the general area.
- Library Aides may also cover lunch breaks at the reference desk, wherein they would handle reference and reader's advisory questions and monitor children and teenagers using the computers until the Youth Assistant or Young People's Librarian returned.
- Library Aides may be asked to assist the Young People's Librarian with special programs.
- Library Aides will be asked to assist with other duties as assigned.

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job the employee is frequently required to stand; climb or balance; stoop; kneel; crouch; crawl; talk or hear. The employee must occasionally lift and or move up 25 pounds.

Work Environment:

- The noise level in the work environment is usually moderate.
- The employee may work with acrylic paint, glue and other art mediums and cleaning fluids common to a household. None of the materials are considered hazardous if used in the appropriate manner.

Job Requirements:

- Must have a high school diploma.
- This is an entry-level position requiring no previous experience.
- Must work 2 shifts Monday – Thursday plus alternating Friday and Saturday shifts. Library Aide must be punctual and reliable.
- Must provide excellent customer service.
- Must have the ability to develop and maintain effective working relationships with coworkers and supervisor.
- Must be able to alphabetize, follow directions, work independently, and complete tasks quickly and accurately.

To Apply:

Fill out the attached Comstock Township Library application. Please send your application and your resume to Ashlee McClaughry at ashlee.ctl@gmail.com, or you can mail it to:

Ashlee McClaughry, Young People's Librarian
Comstock Township Library
6130 King Hwy.
P.O. Box 25
Comstock, MI 49041

Applications must be received by 5:00pm Tuesday, May 13.

Library Hours

Monday – Thursday: 9:30 – 8:30

Friday: 10 – 6

Saturday: 10 – 4

Sunday: CLOSED