



Loutit District Library

Expanding Horizons. Enriching Minds. Engaging Community.

Job Posting

Library Assistant I – Circulation (Part-time)

Loutit District Library is seeking an enthusiastic and energetic individual to join the Circulation Services Team to work 28 hours per week. Primary job functions include assisting patrons by checking out library materials, registering new library cards, assisting with questions about library services, and handling telephone inquiries. Additional duties include checking in and sorting library materials, processing interlibrary loan deliveries, and fulfilling curbside and locker service requests.

Schedule: The schedule for this position will include evenings and weekend rotations.

Qualifications: An associate's degree and public library experience preferred. Customer service experience required.

Compensation: Hourly rate for this position is \$13.75 per hour and includes PTO, vacation, sick time, and paid holidays.

To Apply: Submit a cover letter, resume, and three professional references in PDF format to Kimberly Rice, Circulation Team Lead, via email at krice@loutitlibrary.org. Position open until filled. To view the full job description visit bit.ly/workatloutit.

Loutit District Library does not discriminate on the basis of age, color, national origin, sex, height, weight, marital or veteran status, religion, age, or handicap in employment or the provision of services. Loutit District Library is a drug-free workplace and is an Equal Opportunity Employer.

Posted: February 14, 2022

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