

Job Description

Library Assistant

The Eaton Rapids Area District Library is looking for a hardworking and enthusiastic part-time Library Assistant. Library Assistants are the backbone of the library and handle much of the day-to-day activities necessary to keep the library organized and active in the community. Training will be provided. The Library is looking for candidates that demonstrate a strong work ethic, are reliable, committed to providing quality public service, and desire to work in a collaborative, team environment. If you have a passion for books and customer service, this position is waiting for you.

The Eaton Rapids Area Library is a Class IV Library, serving over 12,000 residents in the City of Eaton Rapids, Eaton Rapids Township and Hamlin Township. We are located in the heart of Eaton Rapids on Main Street. Our mission and vision is to create a welcoming atmosphere that encourages community engagement and continually evolves to best meet our community needs.

Position: Library Assistant

Job Description:

Under the direct supervision of the Assistant Director, typical duties may include, but are not limited to:

- Processes, sorts, organizes, and shelves library materials. Assists with maintenance of library collections.
- Provide prompt, courteous phone and in-person service to patrons to meet their needs including research assistance, readers advisory, placing, finding and retrieving book requests, computer assistance, printing, etc.
- Assist librarians in preparation for and management of programs, including Summer and Winter Reading programs, mainly teen programs.
- Help create and maintain library material displays throughout the library.
- Understands and clearly explains library rules, policies, and procedures to the public as required and resolves patron issues as needed.
- Helps coordinate volunteers, book displays, as well as local history.
- Assisting patrons in use of computers and other library technology
- Other duties/projects may be assigned by the librarian.

Job Requirements:

- Requires a high school diploma
- Excellent oral and written communication skills
- Strong commitment to public service excellence
- Self-motivated, creative, enthusiastic, flexible and dependable

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- Proficient in using computers and the Internet

Preferred Qualifications:

- Experience working with tweens and teens is preferred
- Some college experience
- Previous experience working in a library, bookstore, or other similar environment
- Previous customer service experience
- Ability to lift at least 25 lbs.

Hours: Part-time, 20-25 hours per week, including regularly scheduled evenings and weekends.

Salary/Benefits: Hourly wage starting at \$12.00. Pro-rated paid time off and some paid holidays.

To Apply: Email cover letter, resume to the Library Director, Bryonna Barton, at bbarton@eradl.org. Position is open until filled.

The Eaton Rapids Area District Library is an equal opportunity employer