

Job Posting

Position Title: Library Assistant, Children's Department

Temporary position (anticipated through Jan. 2024)

Date posted: September 27, 2023

Description

It's an exciting time to be at the library! We are looking for someone who loves to work with all kinds of families and provide them with excellent service. This position involves re-shelving books and other materials, assisting patrons by answering their questions and helping them use the library, assisting with programs, preparing crafts and decorations, maintaining displays, and more. Must be able to effectively communicate with patrons (in person, over the phone, and via email), including listening, speaking, and comprehension. Apply for this great job if you are energetic, enjoy making people happy, and if you want a job where every day is full of variety and challenge.

Duties

- Re-shelve books and other materials
- Staff the service desk and provide top quality, patron-focused interactions to patrons of all ages who visit the library or contact the library by phone
- Utilize the library's computer system and email
- Assist librarians as needed
- Perform basic clerical tasks

Skills: Friendly, helpful, knowledgeable, positive attitude, proactive

- Basic knowledge of children's literature a plus
- Ability to transport books within the library building
- Must be able to bend, stoop, and lift
- Ability to work a flexible schedule

Hours: Approximately 19 hours/week. Hours may include mornings, afternoons, evenings, and weekends. The hours of this position change as departmental needs change.

Education: Position requires a High School Diploma or equivalent.

Salary: \$15.00 per hour

Closing: October 8, 2023

To Apply: Complete the [APPLICATION FOR EMPLOYMENT \(bloomingtonlibrary.org\)](https://bloomingtonlibrary.org) and send with a resume to:

Gayle Tucker, HR Manager
Bloomington Public Library
205 E. Olive St.
Bloomington, IL 61701-5218

or email to hr@bloomingtonlibrary.org

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