

Employment Opportunity – Library Aide

Putnam District Library in Nashville, Michigan is looking to add an outgoing, self-motivated and detail-oriented Library Aide to our team. The successful candidate(s) will primarily provide customer service at our front desk, assist patrons with technology, and assist with interlibrary loan functions. Training is provided on library-specific systems; **however strong technology skills are essential.**

Qualifications:

- High school diploma required; current high school students may apply.
- Familiar with computers, current technology, and office equipment.
- Has the ability to perform in a professional, cordial manner in order to foster favorable community relations.
- Willing to go the extra mile to give excellent customer service.
- Reads widely and objectively.
- Has knowledge of community and current events.
- Possesses organizational skills and the ability to multi-task.

General Duties:

- Acts as a resource to the public by providing front desk customer service, assisting with public access computers, providing readers' advisory and reference information, and seeks to meet the ever-changing needs of library users.
- Demonstrates proficiency in all front desk tasks.
- Assists in maintaining a clean and safe environment.
- Assists in promoting and delivering community programming as assigned.
- Participates in short and long term planning for Putnam District Library.
- Other duties as assigned by the Library Director, available in full job description.

Requirements: Library employment requires some evenings and Saturday morning hours

Hours: Part-time, approximately 10 hours/week, primarily afternoons/evenings; possible substitute position

Pay: \$9.65 - \$10.00 hourly

Posting Date: 4/9/2021

Closing Date: 4/24/2021

How to Apply: Submit an application with a resume and cover letter to Savannah Shilton, Library Director.