



JOB POSTING

Page: Library Page is responsible for keeping library materials shelved in their proper order, processing new material, and assisting patrons at the circulation desk. The ideal candidate will be a teen or adult who likes books and people and is available to work evenings and some weekends.

Hours: 8-15 hours per week. The typical shifts for a page are 3 pm –8 pm weekdays, and 10 am – 3 pm or 12 pm – 5 pm some Saturdays.

Wages: starting at \$10.10 per hour, increase after 90 day probationary period

Essential Duties

- Returns material to proper order on shelves
- Regularly “reads” shelves to maintain proper order
- Monitors and keeps public areas tidy
- Staffs circulation desk and provides exceptional customer service
- Assists with special projects or programs
- Performs a variety of clerical tasks to support library circulation

Qualifications

- 16 years of age or older
- Ability to put materials in alphabetical and numerical order
- Technology skills sufficient to carryout essential job duties
- Willingness to serve the public in a friendly and courteous manner
- Ability to follow oral and written directions, and ask for clarification when needed
- Ability to stoop, kneel, reach, and stand for extended periods of time
- Ability to lift 30 pounds and push or pull up to 80 pounds on wheels
- Ability to work effectively in a fast-paced environment with frequent interruptions
- Ability to work effectively alone and with others

To Apply

Submit a completed application in person, or email to info@pawpawlib.org or mail to Paw Paw District Library, Page position, 609 West Michigan Avenue, Paw Paw, MI 49079. Applications are available on request at the library circulation desk or on the library website. Open until filled.

The Paw Paw District Library is an equal opportunity employer.