



## **Library Clerk – part-time 12-15 hours per week**

Posted: September 14, 2017 Start Date: Current Vacancy

The primary responsibilities of this position include all circulation desk activities related to checking materials in/out of our library and other libraries, making and answering phone calls, assisting patrons with finding and utilizing library resources such as computers, copier, books and e-resources, handling money and using a cash register, registering new patrons for library cards, providing reference assistance to patrons, shelving materials accurately, and assisting with the maintenance of library resources. Clerks also setup the library for programs and events, complete administration tasks, prepare materials for programs and publicity, work together with volunteers, perform all opening/closing procedures, and other duties as assigned. Clearances required.

## **Youth Services Clerk – part-time 18-20 hours per week**

Posted: September 14, 2017 Start Date: Current Vacancy

The primary role is to plan and conduct programs for children and teens including storytimes, maker days, summer reading, special activities, workshops and other creative outreach that engages children and their families. The Youth Services Library Clerk must have strong organizational skills, develop marketing materials for youth programs, plan all details for youth programs, assist with maintaining and building library resources for youth, and be willing to try new and creative ideas. The Youth Services Library Clerk will also spend time performing the primary responsibilities of a Library Clerk. Clearances required.

## **Volunteers (Adults & Teens) – 2 hours per week**

Posted: September 14, 2017 Start Date: 14-20 Vacancies

As a small library our volunteers are valuable and make possible all the things that we do. A Circulation Volunteer assists a staff member with shelving books, checking materials in and out to our patrons, and miscellaneous clerical projects. If you have a special skill, you can volunteer in another way such as for children's programs, office work, outdoor maintenance, handyman jobs, or marketing. Volunteers select the times that work for them during our hours which are Mon-Wed-Thu 10am-6pm, Tue 10am-8pm, Fri 10am-3pm, and Sat 9am-4pm. Clearances required.

