



CROMAINE DISTRICT LIBRARY
Hartland, Michigan
Circulation Assistant (REGULAR PART-TIME)

HOURS AND COMPENSATION

20 hours/week, flexibility in scheduling required.

One evening/week and weekend rotation is mandatory.

Flexibility in scheduling is required.

One evening a week and Saturday and Sunday rotation is mandatory.

\$14.50/hour

Deadline for applications: April 30, 2024 (4:00pm)

REPORTS TO: Circulation Manager

DUTIES AND RESPONSIBILITIES

Essential Job Functions

Checking materials in and out, registering patrons, answering phones, handling money and Library Materials.

Maintaining a clean, neat and organized workspace at the circulation desk and in public areas of the Library.

Communicate Library policies and procedures to patrons.

Other duties as assigned.

MINIMUM QUALIFICATIONS:

High School Diploma (some college preferred)

Ability to work evenings and weekends

Great communication abilities, including written and verbal communication

Friendly, patient and professional demeanor

Good problem-solving and decision-making capabilities

Basic computer skills, including Microsoft Office, Google Suite and other software

Effective time management, prioritization and multitasking skills

Ability to work in a team environment

BENEFITS:

Paid holidays, paid time off, and bereavement leave

Sundays are paid at time-and-a-half (Open Sundays September-May)

Send your application (available at www.cromaine.org/job-board), resume, cover letter to drandolf@cromaine.org by April 30, 2024 (4:00pm.) Subject line should include: Circulation Assistant Search {Your Last Name}