

Library Clerk and Programming Assistant

Cordelia A. Greene Library is looking for an energetic, community oriented individual to help during our summer reading program.

Work Schedule and Compensation

This position is 30 hours a week and requires the candidate to work all our open hours (see below) July 1- August 9. Based on candidate availability, the position may begin sooner or be extended later. The pay is \$15 per hour.

Monday 12-7

Tuesday 9-2

Wednesday 12-6

Thursday 9-2

Friday 12-7

Responsibilities

- Provide all circulation services to patrons.
- Assist patrons seeking materials and information in all formats.
- Answer telephones in a courteous and friendly manner.
- Operate copier, printer, computers, and other office equipment, providing help to patrons as needed.
- Maintain accurate financial information on a daily basis.
- Assist with planning and implementation of library programs.

Requirements

- High school diploma; some college preferred.
- Strong computer skills.
- Technological literacy.
- Ability to multi-task.
- Self-confidence and patience.
- Good communication and interpersonal skills.
- Friendly and courteous attitude.

Please email a resume and cover letter to castilelibrarydirector@owwl.org.