HELP WANTED

Jasper Public Library
Part Time: Library Page (Shelver)
15 hours per week average. $10.40 per hour.
Must be at least 16 to apply.

Hours:
Monday: 4:00-8:00 PM
Tuesday: 4:00-8:00 PM
Wednesday: 4:00-8:00 PM

Every 5th weekend (both Saturday and Sunday of that weekend)
Saturday: 9:00 AM-5:00 PM
Sunday 12:00 -5:00 PM

Ideal for: Students, individuals seeking a second job, retirees

Description:
Are you looking for a part-time job opportunity? The Jasper Public Library is seeking a dedicated and reliable shelver to join our team. This position is perfect for students, those seeking a second job, or anyone looking to stay engaged in their community. Pay is bi-weekly. Position is available immediately.

Key Responsibilities:
- Shelving books and materials according to the library's organizational system.
- Maintaining the overall order and cleanliness of shelves.
- Assisting with minor tasks related to library organization and customer service.

Requirements:
- Strong attention to detail.
- Dependable and punctual.
- A passion for books and libraries.
- Ability to work independently and as part of a team.

How to Apply:
To apply for this position, please visit our website and fill out our online application form. Paper applications also available at the desk.

Join our library team and contribute to a welcoming and organized environment for library patrons. We look forward to welcoming you to the Jasper Public Library family!

Library Page

Definition: Under the supervision of the Branch Manager and/or Circulation Supervisor, the Library Page performs various tasks related to making materials available to the public.

Job duties:

- Follows established Library and personnel policies, procedures and work standards
- Exhibits welcoming, helpful, positive and friendly behavior to all patrons and staff at all in times in all communication formats (verbal and non-verbal).
- Reshelves library materials in a timely and orderly fashion
- Maintains shelves in correct order
- Assists programming staff in preparation for, during, and after programs as needed
- Use computers to look up information for patrons and other staff
- Assist at circulation desk as needed.
- Other duties as assigned

Job Requirements:

- At least 16 years of age

Skills:

- Ability to establish and maintain harmonious relations with staff and public
- Ability to plan and organize work effectively.
- Ability to communicate effectively orally and in writing
- Ability to adhere to prescribed library routines and procedures
- Ability to handle monetary transactions accurately.
- Ability to manage time effectively to maximize productivity.
- Above-average computer skills along with basic internet research capabilities.
- Ability to read, write and compute
- Ability to hear, to speak, to communicate verbally
- Ability to put things in alphabetical and numerical order
- Ability to understand and follow oral and written instructions
- Ability to do repetitive tasks with speed and accuracy
- Ability to work with patrons to locate materials and answer questions
- Ability to use standard office and library equipment

Physical requirements:

- Standing and/or walking throughout work day
- Reaching/bending/stooping to retrieve/replace library materials
- Pushing/pulling—to 75 lbs
- Lifting—to 40 lbs
- Visual acuity to read cards and labels of various type sizes

Work Environment

- Inside work
- Exposure to dust
- Exposure to book molds and various other molds

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the Library and the employees, and is subject to change as the needs of Library and the requirements of the job change.

Employee Approval:_____ Date_____
Supervisor Approval: _____ Date_____
Library Director Approval:_____ Date_____