



Fortville-Vernon Township Public Library

Part-Time Library Assistant

- Pay Range: \$14-\$17/hour, based upon education and experience
- 10-20 hours per week, includes one evening per week and one Saturday per month

Minimum Education:

High School Diploma

Associates Degree or higher, preferred

Preferred skills:

- Enjoy working in a customer service position
- Enjoy working with youth
- Be available to work evening and weekend hours
- Able to work well in a team setting
- Able to navigate basic computer functions, including Microsoft Word, Excel, internet browsing, and be able to learn Library's computer systems with simple training

Essential Duties:

- Provide friendly, customer service
- Assists with organizing and digitizing local history items
- Assists with updating library website. (Can train on this, but requires baseline familiarity and comfort using/learning new technology)
- Performs circulation desk procedures, such as checking in and checking out materials, registering patrons, and retrieving materials that have been placed on hold
- Help library patrons find materials
- Assist patrons with basic computer questions, copying, and faxing
- Answer patron questions about library services
- Provide basic reference interviews
- Shelve library materials in the correct location.
- Accept payments for overdue, lost and damaged materials, along with faxing, printing, copying services.
- Perform opening and closing duties
- Participates in continuing education opportunities
- Other duties as assigned

Please email a letter of interest and resume to Melissa Loiselle at mloiselle@fortville.lib.in.us