Position: Library Assistant

Join our vibrant and community-focused library team as a Library Assistant. This role offers a unique opportunity to engage with the community and contribute to the library’s mission of fostering a love of reading and lifelong learning.

Job Description

Collection Development:
- Participate in the ongoing development of the library’s collection, including weeding, updating, content evaluation, and recommending new titles.
- Ensure the collection remains current, relevant, and reflective of our community’s needs.

Program Coordination:
- Collaborate with library administration to research, contact, and schedule authors, performers, and musicians.
- Prepping for programs including set-up and take-down, and additional tasks as required.

Customer Service:
- Provide customer service with professionalism, tact, and courtesy.
- Assist patrons of all ages and abilities, fostering a welcoming and inclusive library environment.
- Staff the circulation desk as needed.

Job Requirements

Tech Proficiency:
- Zoom, Google Suite, Canva, mobile devices, and social media.
- Provide tech assistance to patrons both one-on-one and in group settings
- Lead tech classes to patrons with a variety of tech experiences.

Multi-tasking:
- Manage multiple tasks efficiently in a fast-paced environment, demonstrating flexibility and adaptability.

Collaboration and Communication:
- Strong commitment to team-based collaboration and the ability to work effectively with the public, peers, and supervisors.
- Maintain and foster cooperative and courteous working relationships with all library staff.

Physical Requirements:
- Ability to perform physical tasks such as standing, bending, lifting (up to 30 lbs), shelving, and processing books and materials.
- The positive repetitive movements of hands, wrists, and fingers.
Why Join Us?

**Professional Growth:**
- Excellent opportunity for someone considering or pursuing a career in Library Sciences.
- Gain valuable experience in a supportive and collaborative environment.

**Hours:**
- 26 hours per week, including evening hours and alternate Saturdays.

**Salary:**
$20.00/hour

For more information or to apply, please contact director@keelerlibrary.org. We look forward to welcoming a new member to our team who shares our commitment to providing exceptional library services and enriching the lives of our community members.

Equal opportunity employment