



## Job Posting

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### **LIBRARY AIDE I – CIRCULATION**

Loutit District Library is seeking an individual to work 24 hours per week in Technical and Circulation Services. Primary job functions include checking in, sorting, and shelving materials; emptying the book drops and ensuring that collections are in order through regular shelf-reading. Additional duties include orienting and training volunteer shelvees, processing interlibrary loan deliveries, filling in for brief periods at the Check-Out Desk, Youth Services Desk, and in Reference & Information in absence of assigned staff. The work schedule for this position includes evenings and weekends (including Sunday). A high school diploma, computer proficiency, and the ability to work a flexible schedule are required. Experience with the public preferred. Starting wages are \$10.10 per hour. Apply by submitting a cover letter, resume, and three professional references in PDF format to [krice@loutitlibrary.org](mailto:krice@loutitlibrary.org) by 5:00 pm Friday, October 2, 2020.

The Loutit District Library does not discriminate on the basis of race, color, national origin, sex, height, weight, marital or veteran status, religion, age, or handicap in employment or the provision of services. The Loutit District Library is a drug-free workplace and is an Equal Opportunity Employer.