



Loutit District Library

Expanding Horizons. Enriching Minds. Engaging Community.

Job Posting

Library Aide I – Circulation (24 hours)

Loutit District Library seeks an energetic individual to work 24 hours per week in Circulation Services. Primary job functions include checking in, sorting, and shelving materials; emptying the book drops, and ensuring the collections are in order through regular shelf-reading. Additional duties include directing volunteer shelvees, processing interlibrary loan deliveries, and filling in for brief periods at the Check-Out Desk in the absence of assigned staff.

Schedule: The schedule for this position will include evenings and weekend rotations.

Qualifications: Must be at least 14 years of age. Must have the ability to work a flexible schedule including mornings, some evenings, and weekends. Experience with the public is preferred.

Compensation: Hourly rate for this position is \$11.10 per hour and includes PTO, vacation, sick time, and paid holidays.

To Apply: Submit a cover letter, resume, and three professional references in PDF format to Kimberly Rice, Circulation Team Lead, via email at krice@loutitlibrary.org. Position open until filled. To view the full job description visit bit.ly/workatloutit.

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

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