

GAY-KIMBALL LIBRARY

Substitute Library Aide

Job Description

Duties:

Under the supervision of the Library Director:

- Perform circulation services including checking materials in and out, fee collection
- Shelve materials; maintain the integrity of collection by shelf reading; resolve improperly shelved items
- Register and orient new patrons
- Assist patrons in locating materials
- Assist patrons with equipment such as computers, printers, automated catalog, photocopiers, and fax machine
- Assist patrons with requests for information, such as assisting with internet searches
- Assist with opening and closing duties
- Know and apply library policies and procedures
- Perform clerical duties as needed
- Other tasks as assigned

Qualifications:

- Computer experience required, including Internet applications
- Library experience preferred
- Excellent customer service skills
- High school/ GED required; some college coursework preferred
- Ability to lift up to 30 lbs.
- Ability to stand for long periods of time
- Detail-oriented, organized, motivated

Schedule:

2 Saturdays a month and as needed