Wayne County Public Library

Wooster/Main Library

Position Opening

Title: Circulation Assistant (part-time) ***Date Posted:*** June 27, 2022

Job Responsibilities: Under general supervision, the Circulation Assistant charges library materials in and out, assists with routing and shelving materials, and provides direct assistance to patrons.

Illustrative Duties: Performs all circulation functions, including but not limited to: opening the library, operating the cash register, handling money, processing daily delivery of library materials, and assisting patrons in the general use of the library and its materials and equipment.

Qualifications: High school diploma or equivalent. Previous library experience preferred. The ability to push, pull, bend, and twist with ease. May require sitting or standing for long periods of time. Must be able to lift up to 50 lbs.

Working Conditions: Part-time, 20 hours per week, with occasional additional hours.

Ability to work a flexible schedule including evenings and Saturdays

Skills and Abilities: Presents a positive, professional image to the public; interacts and responds appropriately to patrons and staff; develops and maintains effective working relationships with supervisor, staff and volunteers; communicates effectively in written and oral form; maintains confidentiality; accurately shelves materials; accurately makes change.

Pay Range: $12.00 per hour.

Application Procedure Applications may be obtained at any of our locations or online at www.wcpl.info. Completed application forms and resumes may be dropped off at any location; mailed to: Human Resources, Wayne County Public Library,304 N. Market, Wooster, OH 44691; or emailed to jobs@wcpl.info.

Deadline: Position will remain open until filled.

In compliance with Federal and State equal employment opportunity laws, the Wayne County Public Library considers qualified applicants for positions without regard to age, race, color, religion, gender, sexual orientation, national origin, disability, or ancestry