



Wayne County Public Library
Wooster/Main Library

Position Opening

Title: Adult Department Associate (part-time)

Date Posted: April 28, 2025

Job Responsibilities: Under general supervision, the Adult Associate provides reference and programming services, assists with maintaining the adult collection, provides assistance to the library's Makerspace as needed, and performs other tasks as assigned.

Illustrative Duties: Provides public service to library patrons: provides general reference and reader's advisory services in person and by telephone or email; answers the department phone; assists patrons in selecting and locating materials; registers patrons for programs and events; directs patrons to appropriate department; assists patrons in the use of library equipment; provides other customer service functions

Qualifications: Bachelor's degree with previous library experience or an equivalent combination of education, training and experience. Knowledge of adult literature, preferred. Knowledge in the use of Makerspace equipment, and/or a strong interest in learning how to use it. Applicant must have a valid Ohio driver's license and an acceptable driving record.

Working Conditions: Part-time, approximately 24 hours per week with additional hours as necessary.

Ability to work a flexible schedule including evenings and weekends.

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 and staff; communicates effectively in written and oral form; committed to outstanding customer service, as well as the ability to positively represent the library in other settings; prioritizes, and coordinates multiple tasks; conducts effective reference interviews; maintains confidentiality.

Starting Pay Rate: \$15.45 per hour.

Application Procedure: Applications may be obtained at any of our locations or online at www.wcpl.info. Completed library application forms and resumes may be emailed to: jobs@wcpl.info or mailed to:

Wayne County Public Library
304 N. Market
Wooster, OH 44691.
Attn: Human Resources

Deadline: Applications accepted until the position is 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