

Position: Library Assistant

Responsibilities:

- Circulation of books, patron assistance and all public facing services
- Reshelving returns, organizing and straightening shelves with attention to detail
- Assist and provide substitute coverage for a wide variety of staff roles (cataloging, interlibrary loan, etc.)
- Assist in planning, organizing and hosting library programs and events
- Assist with creating and posting quality content to social media, website, etc.
- Community outreach activities

Qualifications:

- A strong background in computers/technology and non-print materials formats
- Ability to utilize and troubleshoot common software/programs (MS Office, social media platforms, Canva, Libby, MeL)
- Patience, tact, and excellent communication skills
- Enjoys learning as well as teaching
- Photography ability
- Writing and proofreading skills
- Attention to detail
- Ability to work independently & self-motivated
- Ability to assess and balance multiple priorities
- Ability to lift 50 lbs

Marcellus Township Wood Memorial Library does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.