Baldwin Public Library
Employment Opportunity Available

POSITION: Library Page (multiple positions)

HOURS: 8 to 12 hours per week (Including days, evenings, and weekends)

RESPONSIBILITIES: Duties may include:
- Sorting and shelving materials.
- Transporting and emptying large bins inside and outside the library.
- Verifying materials are shelved in their correct locations.
- Directing patrons to staff for assistance.
- Assisting supervisor with special projects.
- Computer data entry and typing
- Other duties as assigned.

REQUIREMENTS:
- Flexibility to work day, evening, and weekend shifts regularly.
- Ability to push or pull carts of books or other materials.
- Ability to lift, bend, or stoop in order to sort or shelve materials.
- Capability of working with the public in a positive and professional manner.
- Ability to become familiar with organization of materials throughout building.
- Ability to type and enter computer data.

WAGE: $9.45 per hour

APPLICATION: Completed application due by October 4, 2019.
Application is available at www.baldwinlib.org/employment.

PROCEDURE: To: Human Resources Department
Attn: Paul Gillin
Baldwin Public Library
300 West Merrill Street
Birmingham, MI 48009
Fax: 248-647-6393
Email: paul.gillin@baldwinlib.org

The Baldwin Public Library is an equal opportunity employer.