Position Available
Part-time Shelver
Orion Township Public Library

Position: Shelver
8-16 hours/wk, includes evening and weekend hours

Department: Adult and/or Youth Services
Salary: $9.45/hr

Primary Job Duties:
Sort and shelve materials, ensure items are properly shelved, perform general support tasks and maintain orderliness of the library.

Required Qualifications:
• High school student with a B average, or possession of a high school diploma or equivalent education
• Knowledge of library practices and operations
• Skill and accuracy in filing, alphabetizing, sorting, and basic mathematics
• Ability to work well with details
• Ability to follow directions and perform tasks with minimal supervision
• Ability to maintain accuracy while working at a fast pace under pressure
• Ability to communicate effectively
• Ability to establish effective working relationships with others
• Ability to use good judgment, initiative and resourcefulness when dealing with other employees, the public, and supervisors

Physical Demands and Work Environment:
The duties of this job require handling books and other items of varying weight, size, and shape, reaching shelves from ground level to six feet or more in height, inspecting materials for labels that might be in small print.

Dates: Applications submitted before Friday, August 16, 2019 will receive first review.
To Apply: Please submit an online application available at: http://orionlibrary.org/library-employment/. If you have any questions with the online application, please contact Joyce Becker, jbecker@orionlibrary.org or 248-693-3000 x431.

This is an at-will position.

Orion Township Public Library is an Equal Opportunity Employer.