

Bacon Memorial District Library Job Posting

Bacon Memorial District Library in Wyandotte, MI serves a population of just under 26,000 and is located in the heart of a vibrant riverfront community.

Position: Library Assistant (Part time- 20 hours a week)

Schedule: Must be able to work evenings and Saturdays

Salary: \$11.00 an hour, pay increases to \$11.50 an hour after 6 months

This position does not include benefits.

Duties: Charge and discharge materials, issue library cards and explain library procedures, answer the telephone and direct calls, answer directional questions, assist patrons using library copiers, send faxes, and other duties as assigned.

Requirements:

High School diploma or equivalent

Ability to stoop, bend, and reach above your head, ability to push carts loaded with books.

Strong technology skills. You must be able to quickly and efficiently learn new programs.

Experience accurately handling money.

Good customer service and phone skills are a must.

Library experience is preferred but not required.

Please submit completed application, cover letter, and resume to:

Laura Gramlich via email at: lgramlich@baconlibrary.org

Or applications and resumes can also be dropped off at the library. (45 Vinewood, Wyandotte, MI 48192)

DEADLINE: January 26, 2022 or until the position is filled

Bacon Memorial District Library
45 Vinewood, Wyandotte, MI 48192 (734)246-8357
APPLICATION FOR EMPLOYMENT

Position Applied For _____ Date of Application _____

Name _____

Address _____

City, State, Zip _____

Telephone _____

Employment Experience

Employer _____

Address _____

Telephone _____

Supervisor _____

Dates Employed: From _____ to _____

Work Performed _____

Employer _____

Address _____

Telephone _____

Supervisor _____

Dates Employed: From _____ to _____

Work Performed _____

Special Skills _____

Awards and Honors _____

Education

High School _____

Years Completed _____ Did you graduate? _____ Grade Point Average _____

College _____

Major and Minors _____

Years Completed _____ Degree _____ Grade Point Average _____

Other Education: _____

Library Experience

Describe any experience you have had working or volunteering in a library:

Why do you wish to work at Bacon Library?

Page Applicants Only - List sports, music or other kinds of activities you are or plan to be involved in:

References

Names, addresses, phone numbers, email of employers or others who know you well:

1. _____

2. _____

I certify that the information in the Application for Employment is correct and complete.
I authorize all individuals and schools and employers named in the application to provide information requested about me.

Signature

Date

Bacon Memorial District Library is an equal opportunity employer and complies with all laws prohibiting discrimination on the basis of race, color, age, sex, national origin, religion, or handicap.