

## **Wood River Public Library Position Available**

### **Circulation Clerk**

Wood River Public Library is seeking a dependable, enthusiastic and organized person with a strong commitment to patron service to join our team as a Clerk. The position averages 18 hours per week, including evening and weekend hours. \$9.50/hour.

Responsibilities include, but are not limited to the following:

- Assisting patrons at the Circulation Desk and at computers
- Registering new patrons
- Checking materials in and out
- Providing phone and on-site reference service.
- Supervising Pages during shifts
- Attend relevant continuing education classes
- Other duties as assigned

Qualifications:

- Positive & friendly attitude
- Minimum of high school diploma or equivalent
- Computer knowledge (Microsoft Word and PowerPoint preferred)
- Supervisory experience strongly preferred

Applications are available at the library or on our website [www.woodriverlibrary.org](http://www.woodriverlibrary.org).

Contact Lindsey at 254-4832 or [lindsey@woodriverlibrary.org](mailto:lindsey@woodriverlibrary.org) with any questions.

**Applications will be accepted until July 20, 2018.**