

June 27, 2023

POSITION OPENING

LIBRARY CLERK: We are looking for an energetic out-going individual for a part-time position, 20 hours per week at the Lawrence Branch Library.

Responsibilities: staffing the library service desk, assist library patrons, planning and conducting library events & classes, shelving & organizing library materials, and using reference materials. Some evening and weekend hours are required. Experience working with teens and/or using graphics programs such as Canva is a plus.

Qualifications: high school diploma, desire to meet and serve the public in a welcoming and professional manner, ability to learn standard library tasks, computer skills including Microsoft Office and Internet utilities, ability to establish and maintain effective relationships with associates, supervisors, and the public.

Physical qualifications: ability to read fine print with or without corrective lenses, to lift up to 30 pounds, bend, twist, crouch, kneel, and refile library material up to 90 inches in height. From Level 13A - \$12.48 / hour.

Return application to:
Anne Cox
Lawrence Branch Librarian
acox@vbdl.org