



September 1, 2021

POSITION OPENING

LIBRARY CLERK: We are looking for an energetic out-going individual for a part-time position, 15-18 hours per week at the Lawrence Branch Library.

Responsibilities: assist library patrons, planning and conducting library events & classes, staffing the library service desk, shelving & organizing library materials, and using reference materials. Some evening and weekend hours are required.

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. Ability to speak Spanish is a plus.

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. Level 13A - \$10.82 / hour with room for growth.

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

or to:

Molly Wunderlich, Assistant Director
Decatur, MI 49045
mwunderlich@vbdl.org