



June 12<sup>th</sup>, 2023

## POSITION OPENING

**LIBRARY CLERK:** We are looking for a creative individual for a part-time position, 29 hours per week at Van Buren District Library's Antwerp Sunshine Library, 24823 Front Avenue, Mattawan, MI 49071.

**Responsibilities:** designing and creating strategies for planned library programs and services, especially story time and other early literacy programming; assisting library patrons; liaison with the community, including the Junior Friends Group; staffing the library service desk; shelving & organizing library materials; and using reference materials. Some evening and Saturday hours are required. Experience managing social media and using graphics programs or utilities 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:  
Brenda Decker  
Antwerp Sunshine Branch Manager  
bdecker@vbdl.org