



June 10, 2024

POSITION OPENING

Back-up Person In-Charge: We are looking for an energetic out-going individual for a part-time position, 25 hours per week at the Covert Branch of the Van Buren District Library. This position may also be asked to work at any other branch of the Van Buren District Library per library policy.

Responsibilities: Serve as person-in-charge in absence of Branch Manager, Assisting library patrons, planning and conducting library events & classes, liaison with the community, staffing the library service desk, shelving & organizing library materials, and using reference materials and electronic resources. Some evening and Saturday hours are required.

Qualifications: High school diploma required with two years of college or equivalent experience preferred, 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 15A - \$15.03 / hour.

Return application to:
Melanie Lassin
Interim Covert Branch Manager
mlassin@vbdl.org