



## Now Hiring!

### **Library Associate - Part Time/ Substitute Position**

The Substitute will share the responsibilities of the operation of the Member Library activities with the Library Manager and Library Associate(s) on an "as needed" basis. The Substitute will have no regularly scheduled work hours.

The Library Associate will share the responsibilities of the operation of Member Library activities with the Library Manager. The Library Associate's duties will include, but not be limited to, the following:

- i. Be thoroughly trained in most operations of the Member Library in order to provide complete library services to the public in the absence of the Library Manager.
- ii. Assists the Library Manager by completing any and all assigned tasks, including, but not limited to:
  - a. Operates and maintains the circulation desk
  - b. Answering phone calls
  - c. Assisting Patrons
  - d. Handling daily delivery
  - e. Confers with the Library Manager as needed on all aspects of library operations

#### Requirements

- i. The Library Associate should have at least a high school diploma or a GED certificate. Must be able to pass a background check.
- ii. The Library Associate should have minimal typing skills, basic filing skills, basic record keeping skills, basic computer skills, and a proven ability to work well with the general public.
- iii. Must have a flexible schedule.

**Applications are available at the Greene County Library or online at:**

**<http://www.uncleremus.org/forms/EmploymentApplication.pdf>**