



Shelver – Children’s Department

Hours: Approximately 8 hours per week. Schedule includes Mondays, Wednesdays, and a weekend rotation of 2-3 hours/day. Hours are flexible.
Salary: \$8.50/hour

The Glencoe Library children's department seeks a detail oriented individual to shelve and organize library materials. This position also performs miscellaneous tasks including tidying, shelf-reading, and searching for materials. High School students are encouraged to apply.

Essential responsibilities:

- Shelves and retrieves library materials
- Maintains collections in their proper location and sequence
- Ensures shelves and public areas are neat and tidy
- Performs inventory checks and searches for lost, missing, or overdue materials
- Answers directional questions and directs patrons to service desks for assistance
- Performs miscellaneous duties as assigned

Qualifications:

- Minimum 16 years of age
- Attention to detail
- Ability to sort and file alphabetically, numerically, and chronologically

Physical Requirements:

- Frequent walking, standing, moving, bending, stooping, and reaching
- Ability to stand for long periods of time
- Pushing and pulling fully loaded book carts as needed
- Lifting up to 40 lbs
- Vision for near and far

Submit a letter of interest and resume via email to:
Ann Finstad, Head of Children’s Services
afinstad@glencolibrary.org

Application deadline: Wednesday, September 20, 2017