

Hamburg Township Library

10411 Merrill Rd. P.O. Box 247
Hamburg, MI 48139
810-231-1771

Job Opportunity – Library Page

- Hours: Up to 12 hours (evenings and Saturday)
- Compensation: \$9.25 / hour
Paid holidays
- Benefits: No library fines
Immediate access to excellent information resources
Backstage access to library programs, parties, and celebrations
Looks great on college and scholarship applications
- Desirable qualities: Must be at least 14 years old
Be detail oriented
Ability to work with all age levels
Ability to work alone and as part of a team
Dependability; ability to work scheduled hours
- Duties: Shelve books that have been returned by patrons
Assist with preparation of storyhour crafts
Assist with special projects
Assist public with finding books
Complete list of duties available at library service desk
- How to apply: Return a completed job application to the library (by mail or in person) by **Saturday, July 28, 2018.**

This job is perfect for someone who is looking for a little extra money. Join our warm, friendly staff while working behind-the-scenes at Hamburg Township's newly renovated library.

The library is an equal opportunity employer.

Fax: 810-231-1520

Email: hamb@tln.lib.mi.us

www.hamburglibrary.org

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Library Page (*Please keep this list for your records*)

- Be detail oriented
- Ability to work with all age levels
- Ability to work alone and as part of a team
- Dependability; ability to work scheduled hours

Duties:

1. Carefully shelve all materials from return carts and crates
2. Straighten children's room, putting puppets/stuffed toys in appropriate locations
3. Assist staff with craft projects
4. Straighten books on shelves
5. Check shelves and tables for stray books and reshelve them
6. Straighten tables and chairs throughout library, including Quiet Study Rooms
7. Assist with other projects as requested by staff
8. Assist public with finding books
9. Shelf read (make sure books are in order on shelves)
10. Complete list of duties available at library service desk

Closing procedures:

1. Empty book drops
2. Check bathrooms and meeting rooms (pick up scraps, turn off lights)
3. Switch off lights throughout building
4. Lock doors

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Work Application – Library Page

Name (print): _____
Last First

Address: _____
Street City State Zip

Phone number: _(____)_____ E-mail: _____

Education

High School: _____ Year of Graduation: _____

Other education: _____

Work Experience

Employer: _____

Phone number: _(____)_____ Dates worked: _____

Major duties: _____

Employer: _____

Phone number: _(____)_____ Dates worked: _____

Major duties: _____

Other Activities. Please list any activities you are involve with that may impact your work schedule.

The Hamburg Township Library is an equal opportunity employer. The Library does not discriminate against age, race, religion, gender, or sexual orientation. The Library will keep this application on file for six months. You may re-apply after this time period.

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