

# EMPLOYMENT OPPORTUNITY



**SAUGATUCK-DOUGLAS**  
DISTRICT LIBRARY

**Job Title:** Library associate – summer position

**Start Date:** Tuesday, June 1

**Hours Per Week:** 8-12

**Hourly Rate:** \$13.50

**Application Period:** Accepting applications until Monday, May 17, 2021, or until position is filled.

**JOB SUMMARY:** Assists in library functions under the supervision of the Library Director.

## DUTIES AND RESPONSIBILITIES:

- Maintain shelving areas; resshelf materials, straighten, dust and shelf read all library materials.
- Provide circulation services, including checking materials in and out, collecting fines, placing and retrieving patron holds.
- Prepare and maintain children's activity kits.
- Assist with programs for children.
- Perform other duties as assigned.

## JOB REQUIREMENTS:

- Interpersonal and communication skills necessary to interact with various library staff and patrons in an effective and courteous manner.
- Visual acuity and physical skills necessary to retrieve library materials from shelves and storage areas, maintain library materials and operate equipment. Must have the physical ability to push/pull fully loaded book carts and lift/carry materials weighing up to 25 pounds.
- Hearing ability to answer telephone and patron inquiries.
- Keyboarding skills necessary to effectively access information on the computer and complete basic data entry type tasks.

## REQUIRED EDUCATION, KNOWLEDGE, SKILLS AND ABILITIES:

- High school diploma or equivalent, associate or bachelor's degree preferred.
- Ability to accurately shelve materials alphabetically or by Dewey decimal classification.

## HOURS:

- Saugatuck-Douglas District Library provides library services seven days per week.
- All positions may require some evening and weekend hours.

## APPLICATION INSTRUCTIONS:

- All applications for employment must be made on Saugatuck-Douglas District Library's application form and completed in full. Application is available for download at [www.sdlibrary.org](http://www.sdlibrary.org).

Submit applications to: Ingrid Boyer  
Saugatuck-Douglas District Library  
PO Box 789  
Douglas MI 49406

Applications may also be submitted via email to [iboyer@sdlibrary.org](mailto:iboyer@sdlibrary.org)

*Saugatuck-Douglas District Library is an equal opportunity employer.*