

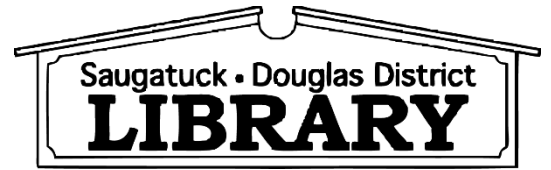
## EMPLOYMENT OPPORTUNITY

Job Title: Student Page

Hours Per Week: 6-10

Hourly Rate: \$8.90

Application Period: Accepting applications until August 16, 2017, or until position is filled.



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

### **DUTIES AND RESPONSIBILITIES:**

- Maintain shelving areas; reshelv 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 supplies and assist with children's programs.
- Performs 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:**

- At least 16 years old
- 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 require some evening and weekend hours, including Sundays.

### **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 [stdib@llcoop.org](mailto:stdib@llcoop.org)

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