



Lenox Township Public Library

Circulation Clerk Position

The Lenox Township Library is a community institution that serves Lenox Township and the Village of New Haven. We are currently accepting applications for a Part-Time Circulation Clerk.

Hours & Salary

- Applicants must be available to work up to 20 hours per week, including nights & Saturdays.
- The salary for this position will be \$10.69/hour. This position does not offer benefits.

Job Duties & Responsibilities

- Assisting at the circulation desk, including material checkout and returns, money transactions, issuing library cards, answering telephone calls, etc.
- Assisting patrons in locating resources
- Shelving of library materials and shelf reading as necessary
- Assisting with library programs, including helping with setup, take down, etc.
- Acting as the key holding opener and closer in the absence of the Library Director and other senior staff members
- Learn and uphold library practices and policies
- Other duties as assigned by the Library Director

Requirements

- Age 18+
- Minimum of a High School Diploma or GED equivalent
- Experience working with the public and in customer service
- Knowledge of Windows OS, Microsoft Office Suite, and basic Internet browsing
- Ability to handle confidential and sensitive information in an appropriate & secure manner
- Ability to push carts filled with books and lift boxes of approximately 30lbs

Submit application in person, by mail, or email to:

Beth Bogaert
Library Director
Lenox Township Library
58976 Main Street
New Haven, MI 48048
bogaertb@libcoop.net

Applications will be accepted until the position is filled. Applications can be obtained at the Lenox Township Library or at www.lenoxlibrary.org.