Library Aide job description

Calhoun Memorial Library (Chetek Public Library)

PO Box 25 Chetek, WI 54728

2 Library Aides needed at the Calhoun Memorial Library. We are filling two positions that includes a range of daytime, evening, and rotating Saturday hours. The positions will average between 15-18 hours and 18-24 hours per week. We are looking for an avid reader with a passion for good public service and an ability to turn creative ideas into action.

The ideal candidate is a professional who has:

* Strong commitment to public service and patron privacy
* Proficiency in computers and technology
* Ability to work with diverse populations of all ages, beliefs, and backgrounds
* Flexibility to adapt to changing situations

Interested applications should be outgoing, creative, self-motivated, and possess both a positive attitude and a sense of humor. Responsibilities may include, but are not limited to:

* Planning, organizing, and executing activities and events
* Shelf reading and organization
* Advocacy and promotion of library services
* Assist customers with Internet computers and other equipment
* Work at the circulation desk

You will be working with a small team of library staff that seek to provide efficient and high-quality service delivery to our customers in the Chetek area. Ability to stand, sit, walk, bend, reach, and carry several pounds is required. Applicants must have a high school diploma or equivalent. Previous library experience is a plus.

To apply, please submit a cover letter, resume, & City of Chetek job application which can be found on the City website cityofchetekwi.us or pick one up at City Hall 220 Stout St between the hours of 8am and 4pm. You will need to submit to a background check. Send completed material to Calhoun Memorial Library Attn: Emily PO Box 25 Chetek, WI 54728. Deadline for application is March 24th, 2023 at 6:00 p.m.