

City of Delta Junction Community Library Summer Library Aide

Responsibilities: The Summer Aide assists the Youth Services coordinator with students ages 5 to 13 during three busy Summer Reading Programs. Duties include charting attendance, checking reading records, preparing lesson materials, assisting with arts and crafts, setting up and taking down events, and creating library displays. Aides will also circulate and shelve library materials, help library patrons with copies, scans, faxes, computers and reference questions, and assist at the circulation desk as needed.

Wage: \$11.56 per hour, 10-11 hours per week June 1 through July 31, 2022. Temporary position does not include paid holidays, accrued leave or health benefits.

Qualifications:

- Must be skilled in MS Word or Google Documents
- Be familiar with office procedures and phone etiquette
- Understand that quality customer service includes patience and flexibility
- Must carry a valid Alaska driver's license and a cell phone
- Library experience and recent work with elementary and junior high students not required, but helpful
- Must be mature, responsible, enthusiastic, a fast learner, and a recent High School graduate
- Must commit to a schedule with some flexibility, stay focused, and stay on task in a lively environment

Application form is available at the Delta Community Library (2291 Deborah Street, 10:00-6:00 M-F and 11:00-5:00 on Saturday). Please call 895-4102 first to make arrangements. All applications must be delivered to the Library by 5:00pm, May 27.

An office skills test will be given to those selected for an interview.

New hires must comply with the City of Delta Junction drug screening policy.

ADVERTISEMENT

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Visit deltajunction.us/employment for job description. Call 895-4102 to make arrangements to pick up application at Delta Community Library. All applications must be turned in at the Library by 5:00pm, May 27.