

## **Circulation Desk Substitute**

Part-time: less than 20 hours/week including some evenings and weekends

### **Salary**

Compensation is contingent upon experience and education.

### **Qualifications**

- Library experience preferred, or equivalent experiences indicating an ability to assume the responsibilities involved
- Excellent customer services and communication skills

### **Job Responsibilities**

Under the supervision of the Director, the Circulation Desk Substitute is responsible for maintaining a positive and friendly atmosphere while helping patrons at the circulation desk.

Duties include but are not limited to:

- pack and unpack materials for daily shipment
- help patrons
- checking in and out materials
- shelving materials
- neatening library spaces

### **Job Requirements**

- Ability to deal tactfully and courteously with the public, and to establish and maintain effective working relationships with coworkers
- Ability to handle multiple simultaneous tasks
- Excellent oral and written communication skills, interpersonal skills, and organizational skills
- Knowledge of Library policies, services, and programs
- Physical agility and strength to bend, reach, lift, and carry up to 25 lbs.

Interested persons should submit a cover letter and resume to:

**Allison Knight, Director**  
**Milton-Union Public Library**  
560 S. Main St.  
West Milton, OH 45383  
937-698-5515  
[aknight@seolibraries.org](mailto:aknight@seolibraries.org)