

Help Wanted

Do you enjoy working with people? Are you creative, intelligent and good-natured? Have you ever wondered what it would be like to work at a library? If so, please apply.

Wanted: Public Services Assistant Alpena County Public Library, part-time

Duties: assisting patrons and using the library, helping people with the computer lab, shelving books, assisting in library programming, book selection, interlibrary loan operations, Abilities necessary for job: a desire to help others and to interact w/ people of all ages, to learn to use complex software, able to lift 10 lbs above head, to understand and follow written and oral instructions, basic understanding of standard office equipment, answer telephone. BA or equivalent preferred. \$9/hr to start. 15-25 hrs wk, some evenings and weekends required. Some benefits, depending on hours worked. Apply in person or online to info@alpenalibrary.org. NO PHONE CALLS