

Part-time Library Assistant at North River Library (Bridgewater)

Massanutten Regional Library (MRL) is seeking a part-time employee to fill the position of Library Assistant at the North River Library in Bridgewater, VA.

This position is 26.50 hours per week during the summer and 22.50 hours the rest of the year. It has alternating Friday and Saturday shifts.

Summer Schedule Hours (June 2- August 10)

Week 1		Week 2	
Monday	12:00 - 6:00	Monday	12:00 - 6:00
Tuesday	1:00 - 5:00	Tuesday	1:00 - 5:00
Wednesday	10:00 - 4:00	Wednesday	10:00 - 4:00
Thursday	10:00 - 4:00	Thursday	10:00 - 4:00
Friday	9:30 - 2:00	Saturday	9:30 - 2:00

Rest of the Year Schedule Hours

Week 1		Week 2	
Monday	12:00 - 6:00	Monday	12:00 - 6:00
Wednesday	10:00 - 4:00	Wednesday	10:00 - 4:00
Thursday	10:00 - 4:00	Thursday	10:00 - 4:00
Friday	9:30 - 2:00	Saturday	9:30 - 2:00

Primary duties for this position include providing customer service to library patrons at the circulation desk and on the phone, charging and discharging library materials, issuing library cards, shelving library materials, collecting fees and using a point of sale system, assisting patrons with computer and technology related questions, closing duties, routine cleaning, and helping with library projects and programs. The Library Assistant works under the supervision of the Branch Manager.

Applicants must have excellent communication and technology skills, enjoy working with children, and be detail oriented. Candidates with customer service experience preferred. The minimum education requirement is a high school diploma or its equivalent.

The physical demands for this position include the ability to operate a variety of office equipment, standing for long periods, frequent stooping, kneeling, bending, and reaching when shelving library materials, the ability to lift and carry up to 20 pounds frequently, and to push/pull library carts weighing 100+ lbs. frequently.

Candidates must have the ability to complete a thorough education, employment, and/or criminal history check as a post offer requirement.

The rate of pay for this position is \$14.00 per hour with part-time sick and vacation leave benefits. The target start date for this position is July 21. The first two weeks of training take place at the Central Library branch of Massanutten Regional Library in Harrisonburg, VA.

Applications are available at www.mrlib.org/jobs. Completed applications in a pdf format can be submitted by e-mail to jobs@mrlib.org. Applications may be mailed to Massanutten Regional Library – Admin Office, 174 S. Main Street, Harrisonburg, VA 22801 but e-mail submission is preferred. Position open until filled.