

# **JOB OPENING**

## **SUBSTITUTE LIBRARY ASSISTANT**

**PART TIME –APPROXIMATELY 10 HOURS PER WEEK**

**WITH ADDITIONAL HOURS TO COVER VACATIONS, ILLNESS, ETC.**

The Gnadenhutten Public Library is looking for a public service minded person to join our staff as a Library Assistant. \$8.55 per hour. Ohio Public Employee Retirement System.

Must be available to work on short notice Monday through Friday between 9am and 7pm and Saturdays between 9am and 1pm.

This person works the circulation desk, processes materials, shelves items, and assists customers with locating materials and using computers and equipment in the library. Hours include evenings and Saturdays.

Must have excellent people and computer skills. Must be able to lift 30 pounds and bend and reach overhead to put away books and other library materials.

This is an entry level position requiring a High School Diploma or equivalent, a valid Ohio Drivers License and reliable transportation.

Send resume outlining qualifications and 3 local references to Linda Hren, Director. Mail resume and references to PO Box 216, Gnadenhutten, 44629; drop off at the Library at 160 N. Walnut, or email as a Word attachment to [linda@gnadenlibrary.org](mailto:linda@gnadenlibrary.org).

Email Linda Hren with questions, or for a copy of the job description. No phone calls please.

**OPEN UNTIL FILLED.**