

The Maury Loontjens Memorial Library is seeking to fill the following position:

Library Page - Tuesday & Wednesday afternoons 3-7 PM, Friday afternoons 3-6 PM and Saturdays 1:30-5 PM.

#### Job Summary

- Shelves and organizes various library materials in specific order by alphabetical classification and the Dewey Decimal system
- Perform some desk duties such as filing, sorting and labeling materials
- Assists library staff with daily tasks as needed

#### Responsibilities

- Organize and checks for damaged library materials
- Prepare and maintain materials according to processing procedures as directed
- Set up and breakdown rooms for library programs as needed
- Occasionally assist patrons with locating materials

Requirements • High School Diploma • Ability to work independently with a high degree of accuracy • Proficiency in using computer software programs (MS Office, Google Products, etc.) • Excellent organizational skills • Must be able to lift 30 pound boxes and push a 50 pound cart.

Resumes can be sent via email to [pattiarkwright@narlib.org](mailto:pattiarkwright@narlib.org) to apply for this position. Three professional references should be included. Deadline for applying is 12/29/23.