



Wayne County Public Library
Wooster

Position Opening

Title: Bookmobile Assistant (part-time)

Date Posted: November 18, 2021

Job Responsibilities: Assists in staffing the library's mobile branch. Assists patrons in selecting and returning books; shelves returned books; maintains the bookmobile collection and helps with various office duties.

Illustrative Duties: Assists patrons in the location of materials both in person on the bookmobile and over the telephone. Places, fills, and processes incoming hold requests. Checks out and discharges materials. Helps in shelving and maintaining the bookmobile collections. Performs various office duties including preparing the bookmobile for the next day's run.

Qualifications: High school diploma or equivalent. A valid Ohio driver's license with an acceptable driving record. Able to bend, lift, and stoop in order to reach and shelve bookmobile materials. Able to lift up to 50 lbs.

Working Conditions: Part-time, 24 hours per week.

Ability to work a flexible schedule including some evenings.

This position involves both office hours and hours directly on the bookmobile.

Skills and Abilities: Presents a positive, professional image to the public; interacts and responds appropriately to patrons and staff; develops and maintains effective working relationships with supervisor, and other staff; communicates effectively in written and oral form; maintains confidentiality.

Pay Rate: \$10 per hour.

Application Procedure Applications may be obtained at any WCPL location or online at www.wcpl.info. Completed applications and resumes may be emailed to jobs@wcpl.info or mailed to:

Human Resources
Wayne County Public Library
304 North Market
Wooster, OH 44691.

Deadline: Position will remain posted until filled.

In compliance with Federal and State equal employment opportunity laws, the Wayne County Public Library considers qualified applicants for positions without regard to age, race, color, religion, gender, sexual orientation, national origin, disability, or ancestry