

Ted & Grace Bachhuber Memorial Library

Position Announcement

Library Assistant II: Programs Assistant

Public Services

OPENING DATE: 10/30/2023

CLOSING DATE: Applications will be accepted until the position is filled; interviews will begin late November

Job Type: Part time

Starting Salary: \$15.00 hourly

The Ted & Grace Bachhuber Memorial Library seeks a FUN, creative, customer-service oriented person as Programs Assistant is part of our Public Services team. Are you outgoing and want to make a positive difference in the lives of people in the community? Then this could be the job for you!

Responsibilities: Essential duties of this part-time position include planning, preparing, and implementing library programs for children, teens, and adults. This position is also involved in representing the Library at outreach and community events.

Qualifications: Candidates for this position should have at least a high school diploma, though some higher education is preferred. The candidate should have good customer service and communication skills, a desire to learn library-associated programs and systems, and experience using smart phones and other devices. Experience leading group activities is preferred. Library experience is preferred but not required.

Application Information: Applicant must complete a City of Mayville Job application (available on the City of Mayville Job Opportunities page) and submit a resume. For full consideration, please submit materials as soon as possible to the email or postal address listed below.

The Ted & Grace Bachhuber Memorial Library is an equal opportunity employer.

Mailing address: Ted & Grace Bachhuber Memorial Library, Attn: Library Director, 234 N John St, Mayville, WI 53050

Email: Please email the library direct jstasinopoulos@monarchlibraries.org or call the library at 920-387-7910 with any questions