

## Now Hiring: Part-Time Library Circulation Clerk

We're seeking a friendly, dependable tech-savvy and service-oriented Circulation Clerk to join our team. In this role, you'll be the first point of contact for our patrons, helping them access library materials and services with a smile. Strong customer service skills are a must, and comfort with technology is essential – we need someone who can assist with checking out books to navigating digital resources.

### Responsibilities:

- Provide excellent customer service at the circulation desk, including checking materials in and out, issuing library cards, and answering patron questions.
- Assist patrons with library technology such as computers, printers, and e-resources
- Maintain accurate records and handle routine transactions with attention to detail
- Help keep the library organized, welcoming, and running smoothly
- Collaborate with staff on special projects and library events as needed

### What We're Looking For:

- Strong interpersonal and communication skills
- Solid technology skills, including comfort with common software, devices, and online tools
- Ability to multi-task and stay organized in a busy environment
- A flexible, team-oriented attitude and a willingness to learn

**Pay:** \$15.00 per hour

**Hours:** 18-20 hours per week

Make a difference by helping people connect with information, resources they love, technology, and each other!

If this sounds like a fit for you please apply by submitting the Village of Slinger Employment application, (found at [slingerlibrary.org](http://slingerlibrary.org)) with your resume to:

[lindy@slingerlibrary.org](mailto:lindy@slingerlibrary.org)

Position open until filled.

Cover letter desired.