

We are hiring!

Library Assistant

Are you looking for a fun job where your focus is helping people in your community and getting children and adults excited about reading and the library? Does working a flexible 15 hours a week fit in your current schedule? We are seeking a tech-savvy, customer-focused, and self-motivated library assistant to join our team that serves the community of Kewaunee and Kewaunee County.

Applicant must have excellent written and oral communication skills and be comfortable helping people of all ages in a group or one-on-one setting. Candidates with work experience in youth services settings, library, customer service, or technology are preferred. On the fly tech instruction is a frequent part of the job, so the qualified applicant must be comfortable using and troubleshooting a wide range of technology. Attention to detail and organization is key.

The Position is 15 hours a week. Applicant must be willing to work one or two evenings a week and one Saturday per month.

Applications are available online at <http://www.kewauneepubliclibrary.org> or at the library. Please submit completed application with cover letter and resume to Carol Petrina, Director Kewaunee Public Library 822 Juneau St. Kewaunee, WI 54216, kew@kewauneepubliclibrary.org