Part-time Library Page Available Immediately

Position Summary:

The Cresco Public Library has two (2) part-time (5 - 10 hours per week) positions open for an individual who loves to read, learn, and help others. Hours would be evenings from 4-6, 4-7 and Saturday mornings from 8:45-12.

A successful candidate will be self-motivated, proficient in technology, customer-service oriented, able to work with a diverse population of adults and children, and able to handle a fluctuating workload, which can include and is not limited to standing, sitting, kneeling, stooping and/or lifting. The position provides general reference services, computer and device assistance, shares job duties with staff, and other projects as assigned.

Hourly pay commensurate with experience and benefits include IPERS retirement program for qualifying individuals.

Qualifications:

Must be 14 or older.

High School Diploma not necessary.

Strong communication skills.

Previous experience in customer service preferred.

Proficiency in Microsoft Word, E-Mail, and computer navigation.

Ability to assist patrons with technology.

Ability to alphabetize and put things in numerical order.

Ability to lift, bend, and reach up to 25 lbs

**Deadline: April 12 at 5 pm CST.**

A part-time City of Cresco job application can be found at the library or <https://www.cityofcresco.com/city-employ>.

Documents are to be submitted to Jordyn Moore, Director, 320 N Elm St, Cresco, IA 52136 or via email jordyn@cresco.lib.ia.us

The City of Cresco is an Equal Opportunity Employer.





