



Evening and Saturday Library Clerk

FLSA Status: Non-Exempt
Reports to: Circulation Supervisor

Position Summary

We're looking for a passionate, reliable, customer-focused individual who loves connecting with people and helping them find the information they need. In this role, you'll build meaningful relationships with patrons while promoting our library's wide array of materials, programs, resources, and services. If you have a genuine enthusiasm for libraries and enjoy working with people of all ages, we want you to be part of our team!

Job Duties and Responsibilities

- Greeting library patrons in an enthusiastic manner
- Create or renew library cards
- Assist with book and material location
- Check out library materials
- Shelve library materials
- Assist with library projects
- Attend monthly team meetings
- Other duties as assigned

Skills and Strengths

- Communication
- Reliability
- Active Listening
- Attentiveness
- Patience
- Teamwork

Required Qualifications

- Minimum of 18 years of age
- High school diploma or GED equivalent
- Basic computer skills
- Strong verbal communication and listening skills

Preferred Qualifications

- Customer service experience
- Experience working in libraries

Working Conditions

- Location: On site at East Moline Public Library
- Hours: Part-time at 25 hours per week; Monday-Thursday 3pm-8pm; Saturdays 9am-3pm
- Salary Range: \$15.00-\$16.00 per hour dependent upon experience

Physical Requirements

- Frequent standing and walking
- Lifting up to 30 pounds, pushing and pulling in excess of 75 pounds
- Bending, stooping, climbing, reaching, handling, fine manipulation skills
- Vision: near, far, and color; speaking; hearing