

Marshall District Library

Job Posting

AVAILABLE POSITION: Part-time After School Monitor

WORK SCHEDULE: 2:30 – 4:30 pm, Monday - Thursday, on Marshall Public School days

PAY RATE: \$11.01 per hour; no benefits

JOB SUMMARY: The part-time After School Monitor is responsible for maintaining order and enforcing the library “Code of Patron Conduct” throughout the library and at the exterior entrances. The After School Monitor is also responsible for greeting library patrons, directing them to appropriate library staff for assistance, and assisting with clerical tasks as assigned.

REQUIREMENTS: Minimum high school degree. Excellent communication skills essential. Experience working with children required. Commitment to respectful and positive customer service style. Ability to perform clerical tasks as assigned.

Additionally, to perform the essential functions of the position, an individual will be required to maintain a physical condition necessary for moving, and/or standing for extended periods of time; bending; lifting or carrying light to moderately heavy objects.

APPLY: Submit resume or application providing details of relevant experience to: Angela Semifero, Library Director, Marshall District Library, 124 W. Green Street, Marshall, MI 49068. Electronic submissions to: SemiferoA@YourMDL.org. Application available in person at the library or online at www.YourMDL.org.

DEADLINE Application materials will be accepted through 5:30 pm on Friday, December 28, 2018.

PLEASE NOTE: All candidates will be notified of our decision by mail, e-mail, or phone within 3-4 weeks after the deadline date. We ask that no inquiries be made about the status of your application during this period.

The Marshall District Library does not discriminate in its employment practices.