

Job Announcement

Rochester Hills Public Library

Youth Services Shelver

- Position:** Youth Services Shelver
- Supervisor:** Wendy Lehman, Early Childhood Specialist/Page Supervisor
wendy.lehman@rhpl.org
- Dates:** Deadline for applications: July 30, 2021
Starting date: ASAP
- Schedule:** 4-20 hours per week; mostly evening and weekend hours
- Compensation:** \$9.65/ hour

A person in this job performs work that directly affects the public. The quality of a page's work affects the quality of service provided by the library. A page's prime responsibility is to make library materials readily available and easily accessible to the public.

Typical Duties:

- Sort and shelve books and other materials
- Keep shelves in proper order
- Straighten youth room at the beginning and end of every shift.
- Other duties as assigned by the page supervisor and/or the Youth Services Manager

Required Qualifications and Abilities:

- High school diploma or currently enrolled in high school
- 16 years of age or older
- Willingness to take direction and learn basic library skills
- Attention to detail
- Knowledge of English, spelling, and math
- Ability to work independently once on-the-job training is complete.
- Physical ability to stoop, bend, lift, and reach

The above is intended to describe the major responsibilities and requirements for this position. It is not an exhaustive statement of all duties, responsibilities or requirements.

Application: Please fill out the online application at www.rhpl.org

This is an at-will position. The Rochester Hills Public Library is an equal opportunity employer