



Talcott Free Library

101 East Main St

Rockton, IL 61072

www.talcottfreelibrary.com

Fax: 815.624.1176 ~ Phone: 815.624.7511

Part-Time Job Posting: Page 1 evening/week, 1 Saturday/month

- Circulation desk – tasks include: Check in/check out, shelving & straightening, library card creation and renewal, computer and e-reader assistance, all ages reference assistance
 - Computer literate with common programs including Microsoft Word/Excel, Google Docs, and Office 365. Also responsible for operating basic office equipment: copier, printer, and computer
 - Count change without the use of a cash register.
- Assist in program and display set-up and tear down, which can include moving heavy objects up and down stairs
- Help the Children's Librarians in the preparation of Story Hour materials; this may include cutting out shapes out of paper, measuring materials, and other tasks that require hand dexterity
- Assisting staff with checking materials for damage and removing them from the shelves; when needed, clean materials to their best condition
- Assist in keeping all areas of the library in a clean, neat, and orderly condition and public office supplies stocked
- Some physically challenging work such as moving furniture; locating and moving materials throughout the library of a wide variety of sizes and shapes; walking and standing for extended periods of time; carrying a reasonable selection of materials throughout the building
- Additional responsibilities entail some outdoor work including the watering of plants, gathering garbage and recycling, taking trash out to the curb
- Outreach activities as assigned
- Other duties as assigned

**Please stop by the library to fill out an application by
Monday, November 26th.**