



JOB VACANCIES - systemwide

SUBS (substitutes)

Position Summary

Under the general supervision of the branch manager, the library substitute provides clerical or paraprofessional library services to fill in for unexpected staff shortages as needed. Substitute positions would primarily serve throughout the three-county area depending on library needs. Please use the links below to find the job application and more information about the position.

Schedule

All positions may include morning, afternoon, evening and weekend hours. Employees may be required to adapt to future schedules and location changes depending on library needs. Hourly rate depends on level of experience.

Minimum Qualifications

Experience: Minimum of one year of customer service, library, or retail experience is required.
Education: High School diploma or GED. A valid form of ID is also required.

Preferred Qualifications

Knowledge or experience working in a library or bookstore setting. Ability to use Microsoft Word is a plus.

METHOD OF APPOINTMENT

Applicants must complete online, fillable application (visit: ahjlibrary.org). Application may be printed/scanned, then emailed to lreed@ahjlibrary.org. Qualified applicants may be contacted for an interview. A background check and drug screening are required before employment.
Phone: 803-584-3513.