

The Bartram Trail Regional Library is hiring at the Mary Willis Library Washington, GA

Library Assistant; Programming Specialist; Part Time

This part-time position provides front-line services to patrons in the library, performs other supportive duties, and assists with library programs for the public. Hours: 17 hours a week; requires occasional Saturdays.

The Library Assistant's duties will include, but not be limited to, the following:

- Assists with library programs including (but not limited to) story time; crafts; movies; and STEAM for children or other audiences
- Provides direct customer service to library patrons
- Assists patrons in computer activities, faxing, printing, and making copies
- Assists in Bookmobile Services
- Works under the supervision of the Assistant Director

The Library Assistant's Job Requirements:

- High school diploma or equivalent required. Experience working with children preferred
- Proficiency in typing, filing, record keeping, computer skills, and a proven ability to work well with the general public
- Physical demands involve considerable amount of movement and activity, lifting or handling material weighing up to 25 lbs, and pushing fully loaded book carts
- Travel by bookmobile is required a few times a month

The Bartram Trail Regional Library System is an equal opportunity employer and drug-free workplace. Background checks, drug test and E-verifies will be required. Valid Driver's License required.

To Apply:

Go to btrl.net/employment, download job application, and email application to willism@btrl.net. Position open until filled.