

Black Creek Village Library

507 S. Maple St.
Black Creek, WI 54106
(920) 984-3094

SUBSTITUTE LIBRARY CLERK

The Black Creek Village Library is currently seeking a part-time Substitute Library Clerk. The position is approximately 14 hours bi-weekly with additional shifts as needed. The starting wage is \$8.00-\$10.00.

Job Summary

The Substitute Library Clerk is responsible for working on a rotating Friday and Saturday schedule several times per month and for filling in when needed during the week. This position is responsible for frontline customer service to patrons, while working to complete routine duties as assigned, including responsibly opening and closing the library.

Qualifications

- A high school diploma or equivalent required
- Technologically proficient
- Customer service experience preferred

The position description and application are available on the Black Creek Village Library website <https://blackcreeklibrary.org/> and the Village of Black Creek website <https://villageofblackcreek.com/>

Interested applicants should submit a resume, cover letter, and completed application no later than 5:00 pm on Monday, January 10.

Black Creek Village Library is an Equal Opportunity Employer.