

# Black Creek Village Library

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

## **LIBRARY SERVICES CLERK AND YOUTH PROGRAMMING SPECIALIST**

The Black Creek Village Library is currently seeking a Library Services Clerk and Youth Programming Specialist. The position is approximately 23-24 hours per week with a starting wage of \$14.50.

### Job Summary

The Library Services Clerk and Youth Programming Specialist is responsible for frontline customer service to patrons in a fast-paced library environment, including reference and circulation activities, while working to complete routine duties as assigned. In addition, the specialist plans, implements, and promotes library programs for youth.

### Qualifications

- College degree in a related field preferred, a high school diploma or equivalent required
- Experience working with children required
- Technological proficiency required
- Customer service experience preferred
- Library experience preferred
- Programming experience preferred
- Marketing and social media experience preferred

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

Interested applicants should submit a resume, cover letter, and completed application no later than 5:00 pm on Friday, March 8, 2024.

Black Creek Village Library is an Equal Opportunity Employer.