
The Vaughn Library is hiring Page Position

The Vaughn Public Library is hiring a library page. Please email a letter of application stating qualifications and experience to sadams@vaughnlibrary.org. Include your last name and PAGE POSITION in the subject line. Application deadline is July 23, start date is August 14.

The Library Page supports the work of the librarians through efficiently and effectively completing requested tasks and assisting library patrons both directly and indirectly. This work is done within the context of the Vaughn Public Library's core values:

- Ensuring fair and equal access to diverse information
- Promoting life-long learning
- Delivering innovative programs, materials and technology
- Fostering the passion of knowledge
- Providing outstanding public service

Materials Handling – Checking in materials and shelving items in the proper order, packing or unpacking materials owned by MERLIN member libraries.

Qualities for best job performance:

- Communication and attention to the logistics of workflow
- Care for detail, precision and adherence to library policy

Front Desk Customer Service – Checking materials out to library users, helping people find materials, answering questions or relating questions to another librarian.

Qualities for best job performance:

- Professional and welcoming approach to all library users
- Compassion and a desire to serve others
- Understanding and adherence to library policy
- Familiarity with library physical space, collections and online catalog
- Comfortable assisting with basic computer and printing questions

Programming Assistance – Assist librarian in facilitating children's and teen programs

Education and/or Experience:

- Library use as patron &/or volunteer
- Customer service experience
- Excellent communication skills

Skills and Abilities:

- Library organization concepts
- Library online catalog
- Maintain a predictable and reliable schedule
- Learn basic reference research skills
- Understand and implement library policy