

Library District Substitute

Enjoy a flexible schedule and the ability to experience all of our libraries by joining the team at the Latah County Library District. The library is building a pool of qualified applicants for the part-time Library Substitute assignments within the circulation department at the Moscow library as well as the six branch locations.

Location:

- Substitutes must be able to work in Moscow and at least two of our rural branches.

Schedule:

- Varies, depending upon need. May include daytime, evening, and Saturday hours.

Starting Wage:

- \$15.15 per hour

Responsibilities:

- Help patrons access library materials by working with patrons of all ages at the circulation desk
- Be available to work at least once every six weeks, with more frequent substituting preferred
- Provide basic readers' advisory, reference, and computer troubleshooting service
- Assist patrons in use of Internet resources and library catalog
- Occasionally participate in district meetings and training workshops
- Assist with daily library tasks as needed, such as shelving and processing materials
- Assist with library outreach in Moscow, as needed, including the operation of the library e-bike

Minimum Qualifications:

- High school diploma or GED, Bachelor's degree or higher preferred
- Good computer skills and familiarity with current digital technologies and devices
- Strong interest in supporting the mission of public libraries
- Ability to think creatively
- Excellent communication skills, including the ability to read, write, and speak English
- A positive attitude, and courteous and friendly manner
- Must demonstrate ability to interact effectively in a fast-paced team environment
- Must demonstrate physical ability to perform library tasks
- Must be able to sit, stand, reach, squat, stoop, and lift up to 25 pounds
- Must have a valid driver's license and reliable transportation, with a willingness to drive to the chosen rural community branch locations in variable weather conditions.

The Ideal Candidate:

Must have excellent customer service and communication skills, work well as part of a team, and carry out directives independently.

Application open until filled. To apply, submit a cover letter, resume, and three references to moscow@latahlibrary.org. Please put 'District Substitute Job Application' in the subject line.