

Employment Opportunity- Part-Time Library Assistant

The Hortonville Public Library is seeking a positive, service-oriented individual to fill a part-time Library Assistant position.

Primary Responsibilities:

- Provide courteous customer service
- Assist with circulation tasks and daily library operations
- Shelve and maintain library collections
- Support library programs and events
- Handle basic cash transactions

Qualifications:

- High school diploma or equivalent required
- Basic technology skills (e.g., computers, printers, multi-line phones)
- Strong organizational skills and attention to detail
- Ability to work independently and as part of a team
- Previous library or customer service experience preferred, but not required

Compensation and Schedule:

- Starting pay: \$15.00 per hour
- Approximately 23-28 hours per week
- Schedule includes daytime hours, evenings, and rotating Saturdays
- Expected schedule (may vary slightly):
 - Mondays: 8:30am - 2:00pm
 - Wednesdays: 1:00pm - 8:00pm
 - Thursdays: 8:30am - 2:00pm
 - Fridays: 12:30pm - 6:00pm
 - Saturdays: Rotating, 8:30am - 1:00pm

Application materials required:

- Cover letter
- Resume
- Completed application form (available on our website or at the library)

Materials should be addressed to Allie Krause, Library Director, and submitted in-person or emailed to akrause@hortonvillelibrary.org.

Applications will be accepted until the position is filled.