



**Comstock
Township
Library**

Where community meets the world.

(269) 345-0136
FAX: (269) 345-0138
www.comstocklibrary.org

6130 King Highway, P.O. Box 25, Comstock, MI 49041

**JOB POSTING
Comstock Township Library
Substitute Librarian**

Job Description: Hourly Substitute Librarian, 10-20 hours weekly

Salary: \$17.00 per hour

Benefits: Flexible schedule and a pleasant work environment.

Primary Job Duties and Responsibilities:

- Provides professional readers' advisory and reference services to patrons of all ages
- Assists patrons in use of the library and its print and electronic resources
- Assists patrons in basic computer use and printing
- Prepares for emergencies and helps maintain a safe work environment
- Performs related duties as required

Qualifications:

- ALA-accredited MLS or MLIS, current enrollment in a Library or Information Science program, or a combination of equivalent library experience and skills
- Delivers consistently friendly, attentive, welcoming, high-quality customer service
- Interest in and comfort working with patrons of all ages
- Knowledgeable about the philosophy and techniques of public library services
- Ability to work independently
- Strong communication skills
- Flexibility with schedule

Mental & Physical Requirements:

- Is accurate
- Able to maintain confidentiality of library records and administrative matters
- Able to interact and work effectively with patrons, supervisors, and co-workers
- Able to interpret and follow policies and guidelines
- Standing or sitting for long periods of time
- Keyboarding; using the telephone; lifting; pushing; pulling or carrying objects weighing up to 25 pounds; walking; bending; stooping; crouching; reaching; pushing book carts

Process: Open until filled.
Target starting date: ASAP

Apply: Please send a cover letter, resume, and the typical days and hours of the week you are available to work to Rachael Wiegmann at rachael@comstocklibrary.org or drop-off paper application materials at the Library, C/O Rachael Wiegmann.

The above is intended to describe the major responsibilities and requirements for this position. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. This is an at-will position. The Comstock Township Library is an equal opportunity employer. All decisions affecting employment shall be made without regard to an individual's race, color, religion, marital status, familial status, family responsibilities, veteran status, age, sex, sexual orientation, gender identity, height, weight, national origin, disability or other classification protected under federal, state or local law.