



ANTIOCH PUBLIC LIBRARY DISTRICT

Circulation Assistant

Two Positions Available

Hourly wage: \$15.50
Hours per week: 20

The Antioch Public Library District is seeking two flexible and enthusiastic individuals to join our circulation staff.

Schedule:

Tuesday 5:00 – 9:00

Wednesday 4:30 – 9:00

Thursday 5:00 – 9:00

Saturday: 8:30 – 5:00

Sunday rotation mandatory, approximately one Sunday every six weeks.

Qualifications:

- High school diploma or equivalent certification required.
- Excellent customer service skills.
- Working knowledge of personal computers and Internet applications.
- Proficiency to multitask, have attention to details and organizational skills.
- Ability to communicate effectively, use good judgment in the decision making process, and work both independently and as part of a team.
- Must be able to move library materials, bend, stoop and reach shelves of various heights.
- Flexibility in covering shifts.

Benefits: Paid vacation and sick time, two paid holidays per year and IMRF participation.

For more information about this position, see the job description.

Please submit a completed application to Kim Zupkoff (kzupkoff@apld.info). A link to the application can be found on our website www.apld.info under the *About* tab.