



Student Shelving Assistants

12 hours per week at Woodbourne Library (2 positions)

The Washington-Centerville Public Library is a busy mid-sized suburban library serving a population of approximately 56,000 citizens in the communities of Centerville and Washington Township. We are currently seeking 2 high school students to fill our evening Shelving Assistant positions. The successful candidates will help us fulfill our [Mission and Values](#) and demonstrate our [Customer Service Philosophy](#).

Essential Duties & Responsibilities:

- Empty book drop returns, check-in materials, sensitize AV materials, and perform other functions as required.
- Perform opening/closing tasks.
- Sort and shelve returned materials.
- Retrieve requested materials.
- Maintain condition of shelves and ensure materials are in proper order on shelves.
- Setup and teardown of tables/chairs/equipment in program room as assigned.
- Shift books as required or assigned.
- Reconcile reports with materials on shelves as scheduled.
- Answer patron questions briefly, if approached, or refer patron to Public Service desk.
- Perform outdoor cleanup as scheduled.
- Other responsibilities as apparent or assigned.

Required Skills & Knowledge:

- Full-time student, currently enrolled in high school or if graduating, planning to attend college locally. Must be 16 years of age or older to apply. Work permit required for those 16-18 years of age.
- Strong customer-service orientation.
- Self-motivated, organized, efficient, and productive with excellent time management skills.
- Demonstrated attention to detail.
- Experience with computers.
- Ability to stand for periods at a time.
- Ability to bend, stoop, lift up to 25 pounds and push book trucks up to 30 pounds.
- Ability and willingness to meet scheduling requirements.

Schedule of Hours:

- Year round positions open to full-time high school students at Woodbourne Library
- Will require working on Sundays per scheduling guidelines

Position # 1: Monday & Wednesday, 5:00 pm – 9:00 pm
Alternating Friday 1, 5:00 pm – 9:00 pm and Saturday 2, 9:00 am – 1:00 pm
12 hours per week

Position # 2: Tuesday & Thursday, 5:00 pm – 9:00 pm
Alternating Saturday 1, 9:00 am – 1:00 pm and Friday 2, 5:00 pm – 9:00 pm
12 hours per week

Compensation:

- Starting pay for this position is \$10.10 per hour.

To Apply:

To be considered for this position, please email WCPL application to HumanResources@wcpl.lib.oh.us or submit to: Human Resources – **STSA223WP**, Washington-Centerville Public Library, 111 West Spring Valley Road, Centerville, Ohio, 45458.

- WCPL Application can be found at www.wclibrary.info under Employment. Refer to job code **STSA223WP**. Please state your availability to work on your application and if you prefer a specific position/schedule.

All offers of employment will be contingent upon the candidate successfully completing a Bureau of Criminal Identification (BCI) fingerprint check. Applicable to all candidates over the age of 18.