



Temporary Student Shelving Assistants

Summer position - 12 hours per week (4 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 four high school students to fill our temporary Shelving Assistant positions during the summer. The successful candidates will help us fulfill our [Mission and Values](#) and demonstrate our [Customer Service Philosophy](#).

Essential Duties & Responsibilities:

- Sort and shelve returned materials.
- Retrieve requested materials.
- Maintain condition of shelves and ensure materials are in proper order on shelves.
- Perform closing tasks.
- Shift books as required or assigned.
- Answer patron questions briefly, if approached, or refer patron to one of the Service desks.
- Perform outdoor cleanup as scheduled.
- Other responsibilities as apparent or assigned.

Required Skills & Knowledge:

- Full-time student, currently enrolled in high school. Must be 16 years of age or older to apply.
- 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:

- Summer positions open to full-time high school students
- Duration: June 3 to August 10, 2024

Work Schedule	Position 1 Centerville Library	Position 2 Centerville Library	Position 3 Centerville Library	Position 4 Woodbourne Library
Monday	5:00 – 9:00 pm	5:00 – 9:00 pm		
Tuesday			5:00 – 9:00 pm	5:00 – 9:00 pm
Wednesday	5:00 – 9:00 pm	5:00 – 9:00 pm		
Thursday			5:00 – 9:00 pm	5:00 – 9:00 pm
Alternating Friday 1 with Saturday 2	1:00 – 5:00 pm		1:00 – 5:00 pm	
Alternating Saturday 1 with Friday 2		1:00 – 5:00 pm		1:00 – 5:00 pm
Total hours / week	12 hours	12 hours	12 hours	12 hours

Compensation:

- Starting pay for this position is \$10.45 per hour.

To Apply:

To be considered for this position, please email WCPL application to HumanResources@wclibrary.info or submit to: Human Resources – **STSA324WP**, 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 **STSA424WP**. Please state your availability to work on your application and if you prefer a specific position/location.

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.