

Calvert Library Opening for Substitute Library Assistant

Substitute Library Assistant All Branches

Calvert Library is an organization that values lifelong learning, diversity, teamwork and collaboration. We are committed to staff training and encourage personal growth. Excellent customer service is a core operating principle.

The person hired for this position will work for the Board of Library Trustees of Calvert Library. If hired, you will be required to work at all county library locations.

0-10 hours per week – will include evening (5-9) and Saturday (9-5) shifts

Library Hours:

Monday- Thursday 9 – 9

Friday 12 – 5

Saturday 9 – 5

*Shifts are generally in 8 hour blocks (9-5 or 1-9pm with an hour meal break) or 4 hour blocks (9-1pm, 1-5pm, or 5-9pm.)

Attendance at trainings and staff meetings is required. Staff meetings are held monthly from 9-11am on third Fridays. Some travel outside of Calvert County may be required.

Duties:

Perform a variety of duties to provide assistance to customers in a busy, varied position. Help customers with borrowing material, reader's advisory, and other aspects of using the physical and digital library. Full job description and expectations are available at each branch or at <http://calvert.lib.md.us/workinghere.html>.

Required Education: High School diploma or equivalent

Salary: Grade 13 to start, \$15.51 per hour.

There is a 6 month probationary period.

Documents to prove employment eligibility will be required to comply with the Immigration Reform Act.

A background check will be conducted.

Application Process: complete applications will include: 1) meaningful cover letter 2) completed Calvert Library application 3) answers to KSA questions 4) resume. All pieces should be sent to calvsearch@somd.lib.md.us by Monday, October 23, at 4:00pm. Please indicate the job title in the subject line of your email.