

**BRIDGMAN PUBLIC LIBRARY**  
**PUBLIC POSTING**

POSITION: LIBRARY PAGE

HOURS: 6 to 10 hours per week, including days, evenings and Saturdays  
Twelve month work year

GOALS:

- To perform manual and clerical duties in the library while closely supervised.
- Ability to work with patrons of varied backgrounds, while presenting a friendly welcoming attitude.

QUALIFICATIONS AND DUTIES:

- Must be 16 years of age or older
- Knowledge of alphabetical and numerical order
- Knowledge of basic computer hardware and software, internet

PHYSICAL REQUIREMENTS:

- Ability to bend and stoop repeatedly or continually over time
- Ability to lift arm above shoulder level
- Requires frequent lifting and carrying of library materials, pushing and pulling of book truck, and reaching overhead to shelve books weighing up to 3 pounds
- Move objects weighing in excess of 25 pounds
- Ability to see, hear, and speak clearly

BENEFITS:

- Following the successful completion of a 90 day training probationary period:
  - vacation and holiday benefits

WAGES: \$9.45 per hour

APPLICATION:

Email or bring completed application to:  
Gretchen Evans, Library Director  
Bridgman Public Library  
4460 Lake Street  
Bridgman, MI 49106  
gretchen@bridgmanlibrary.com

*Applications available in the library or at [www.bridgmanlibrary.com](http://www.bridgmanlibrary.com)*