



4460 Lake Street Bridgman, MI 49106
(269) 465-3663 | bridgmanlibrary.com

Job Listing for Library Page

Posting Dates: April 22, 2026 – May 8, 2026

Pay Rate: \$13.73/hour

Job Type: Part-Time (approximately 6-12 hours per week)

Bridgman Public Library is accepting applications for the part-time position of Library Page. Work involves a variety of non-professional library tasks of varying difficulty.

Work Tasks:

- Working the front desk
- Interacting with patrons and community members within the library
- Shelving/straightening books
- Dusting shelves
- Wiping tables/straightening chairs
- Other tasks as deemed appropriate

Work-related Skill Sets:

- Reliability and initiative
- Communication and literacy
- Teamwork and collaboration
- Time management
- Organization and detail orientation
- Customer service and interpersonal skills

Requirements:

- Must be a minimum of sixteen (16) years of age and able to obtain a working permit
- Must have reliable transportation to and from the library building

Work Days/Hours:

- Evenings from 5:00PM-8:00PM
- Occasional Saturdays as needed

Submit application packet to Dr. Terri Hebert, Library Director at:

director@bridgmanlibrary.com

- Cover Letter (Include any previous work experience and/or volunteer opportunities and why you are interested in working in a library setting.)
- Completed Application (found online at: bridgmanlibrary.com)



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Application for Hourly Employment

Today's Date ____/____/____

Completing an application does not imply you will be interviewed or hired, only that you will be given full consideration in competition with other applicants for a vacancy. Please answer all questions on the application and attach a resume if available. PLEASE PRINT. Incomplete applications will not be considered.

POSITION APPLYING FOR: _____

PERSONAL INFORMATION

Last Name _____ First name _____
Street _____ City _____ State _____ Zip Code _____
Home/Cell Phone _____ Work Phone (optional) _____
Email Address _____

Are you at least 18 years of age? YES NO
If under 18 years of age, give birth date ____/____/____ (Birth date is needed to comply with labor laws and work restrictions for minors under 18 years of age.)
Are you a former Bridgman Public Library employee? YES NO
Are you legally eligible for employment in the United States? YES NO

EDUCATION

Are you a high school graduate? YES NO Name/Location of high school _____
Do you have a GED or equivalent? YES NO Where did you receive GED? _____
Are you attending school now? YES NO If yes, where? _____
What is your expected graduation date? ____/____/____

EDUCATIONAL INSTITUTIONS:

Name of Technical School, College or University Location Major/Minor Degree/Certificate

WORK AVAILABILITY

Type of employment desired: __ Full Time __ Part Time Date available: ____/____/____
Number of hours per week you can work _____ Please indicate when you are available:
Morning _____ Afternoon _____ Evening _____ Saturday _____
Are you currently employed? YES NO
Would you continue if employed at the library? YES NO

OTHER SKILLS/ASSETS

Computer applications with which you are familiar?

Email: YES NO Word Processing: YES NO Spreadsheets: YES NO

Computer software you are familiar with: _____

List other information, knowledge, skills, abilities, and interests with add to your qualifications for employment: _____

List office machines you can operate: _____

U.S. MILITARY HISTORY

Branch of Service: _____ From: _____ To: _____

EMPLOYMENT HISTORY

Begin with your current or most recent job. Include full-time, part-time, summer and temporary employment.

Employer Name _____ Start Date _____ End Date _____

Street _____ City _____ State _____ Zip Code _____

Position Title _____

Reason for Leaving _____

Description of duties, responsibilities, and equipment operated _____

Supervisor's Name _____ Phone _____

May we contact this employer: YES NO

Employer Name _____ Start Date _____ End Date _____

Street _____ City _____ State _____ Zip Code _____

Position Title _____

Reason for Leaving _____

Description of duties, responsibilities, and equipment operated _____

Supervisor's Name _____ Phone _____

May we contact this employer: YES NO

Employer Name _____ Start Date _____ End Date _____

Street _____ City _____ State _____ Zip Code _____

Position Title _____

Reason for Leaving _____

Description of duties, responsibilities, and equipment operated _____

Supervisor's Name _____ Phone _____

May we contact this employer: YES NO

Employer Name _____ Start Date _____ End Date _____
 Street _____ City _____ State _____ Zip Code _____
 Position Title _____
 Reason for Leaving _____
 Description of duties, responsibilities, and equipment operated _____

 Supervisor's Name _____ Phone _____
 May we contact this employer: YES NO

REFERENCES

(Not relatives) - The library will check your references. Work, volunteer, or school references are preferred.

NAME	ADDRESS	PHONE	RELATIONSHIP

Thank you for your interest in employment at Bridgman Public Library. Return this application to:

Bridgman Public Library
4460 Lake Street
Bridgman, MI 49106
Fax: (269) 465-3249

Bridgman Public Library is an equal opportunity employer. All personnel actions, including hiring, promotion, training and benefits are administered without regard to race, color, religion, sex (including pregnancy, transgender status, and sexual orientation), national origin, age (40 or older), disability or genetic information.