

Part-Time Front Desk Library Assistant

Hours: 20-24 hours per week, with occasional additional Saturday hours as required

Starting Wage: \$14.00

Reports to: Library Director or designated supervisor

Position Summary: The Part-Time Front Desk Library Assistant serves as a welcoming and helpful first point of contact for library patrons. This position is focused on front desk and circulation responsibilities, including assisting patrons, checking materials in and out, answering questions, issuing library cards, and helping people use library computers and resources.

The ideal candidate enjoys working with people of all ages, communicates with patience and professionalism, and is comfortable learning and using computers and library technology.

Essential Responsibilities:

- Welcome patrons and provide friendly, respectful, and attentive service
- Check library materials in and out using the library's circulation system
- Issue and update library cards and patron accounts
- Collect fines, fees, and payments according to library procedures
- Answer telephone calls and respond to routine questions
- Help patrons locate materials and use the library catalog
- Provide basic assistance with public computers, printing, copying, scanning, email, and personal devices
- Place holds and explain borrowing policies and library services
- Shelve and organize library materials as time permits
- Maintain an orderly, welcoming front desk and public service area
- Respond calmly and appropriately to difficult situations and refer concerns to the supervisor when needed
- Protect patron privacy and maintain confidentiality
- Follow library policies, safety procedures, and customer-service standards
- Perform other front-desk-related duties as assigned

Preferred Qualifications:

- High school diploma or equivalent

- Previous customer service, office, retail, educational, or library experience is helpful but not required
- Strong interpersonal and communication skills
- Ability to work comfortably with children, teens, adults, and older adults
- Basic proficiency with computers, email, internet searches, and common office technology
- Ability and willingness to learn the library's circulation system and digital resources
- Ability to handle confidential information appropriately
- Willingness to work occasional additional Saturday hours as needed
- Ability to multi-task in a high-traffic environment at times

Physical Requirements: This position requires regular standing, walking, reaching, bending, and working at a computer. The employee must be able to move library materials and lift or carry items weighing between 30-50 pounds, with or without reasonable accommodation.

Schedule: The regular schedule will average between 20-24 hours per week. Occasional additional Saturday hours are required based on library needs.



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

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.