

Black Creek Village Library

507 S. Maple St.
Black Creek, WI 54106
(920) 984-3094

LIBRARY SERVICES CLERK AND YOUTH PROGRAMMING SPECIALIST

The Black Creek Village Library is currently seeking a Library Services Clerk and Youth Programming Specialist. The position is approximately 25-28 hours per week with a starting wage of \$10.00-\$11.50.

Job Summary

The Library Services Clerk and Youth Programming Specialist is responsible for frontline customer service to patrons in a fast-paced library environment, including reference and circulation activities, while working to complete routine duties as assigned. In addition, the specialist plans, implements, and promotes library programs for youth.

Qualifications

- College degree in a related field preferred, a high school diploma or equivalent required
- Experience working with children required
- Technological proficiency required
- Customer service experience preferred
- Library experience preferred
- Programming experience preferred
- Marketing and social media experience preferred

The position description and application are available on the Black Creek Village Library website <https://blackcreeklibrary.org/> and the Village of Black Creek website <https://villageofblackcreek.com/>

Interested applicants should submit a resume, cover letter, and completed application no later than 5:00 pm on Monday, December 20, 2021.

Black Creek Village Library is an Equal Opportunity Employer.