

**White Lake Community Library
Job Posting
Library Aide – Fall 2026**

The library is seeking a friendly and efficient person to assist patrons at the circulation desk. Excellent computer and communication skills required. Part time, up to 15 hours per week. Flexible scheduling, but some evenings and weekends required. Starting wage \$15 per hour.

Desirable Qualifications for Employment:

- Strong customer service and communication skills
- Reasonable knowledge of library operations, practices and procedures
- Familiarity with current technology including standard office equipment
- Preference will be given to candidates with a high school diploma or beyond

Responsibilities and Essential Duties:

- Assist patrons with circulation tasks in person and over the phone, including placing interlibrary loans, registering patrons, providing reader's advisory services and assisting with the use of online services
- Assist patrons with the use of public computers and other technology
- Perform general tasks associated with day-to-day library operations

Physical Requirements:

- Ability to stand and/or walk frequently
- Ability to bend, stoop, kneel, crouch, or squat as needed
- Ability to lift and carry up to 30 pounds of weight for short distances

Apply online through [Indeed.com](https://www.indeed.com) or through our website at wlclib.org