

Description

Help improve the library experience for our patrons by making sure that all library materials are in their designated spot and are ready for checkout. Book Wranglers may have an assigned collection to regularly maintain or may assist with preparing new materials for circulation or preparing book displays.

Book Wrangler

Responsibilities:

- Sort, organize and shelve materials in your designated section(s)
- Shelf-read: make sure everything is in the right place
- Assist with inventory of materials & weeding books
- Mend/clean items with provided supplies
- Dust & straighten shelves
- Assist with merchandising collection materials/preparing displays

Qualifications:

- Must be 16+
- A positive attitude
- Good organization skills
- Ability to alphabetize and put items in numerical order
- Attention to detail
- Ability to perform repetitive tasks
- Ability to work both independently and with others
- Physical ability to push loaded book carts and bend and kneel for extended periods
- Time commitment: 2+ hours per week preferred, times are flexible during library open hours

Benefits:

- Acquire new skills and gain job experience
- Give back to the community
- Spend time with BOOKS!
- Gain behind the scenes knowledge of library resources
- Gain service hours for school
- Depending on time commitment, receive discounts on makerspace materials available for purchase or Rebook Room book sales.