



Spring 2024

## **Library Page – Shelver (Evenings & Weekends)**

Hales Corners Public Library is accepting applications for one part-time page-shelver position. The page is responsible for shelving library materials, maintaining materials in the library collections, and providing support in other areas of library operations. Interested individuals may pick up an application form at the check-out desk. The job description and application form are also available from the library's website [www.halescornerslibrary.org](http://www.halescornerslibrary.org).

### **Education and Experience:**

1. Must be 14 years old. (Child labor permit required.)
2. Ability to alphabetize and work with the Dewey Decimal Classification system.
3. Some previous library experience preferred.
4. Strong customer service orientation.

**Hours and Compensation:** Page positions are usually scheduled 4 to 6 hours a week. AA/EEO/ADA Employer. Hourly wage: \$8.52.

**Shifts:** Evenings, Friday afternoons and weekends. Applicants must be able to work several evening shifts along with one or more shifts on Friday afternoons, Saturdays and Sundays.

**Applications:** Interested individuals may apply by completing an application form and returning it to Seth Harrison, Assistant Library Manager, 5885 S. 116<sup>th</sup> Street, Hales Corners, WI 53130, or by email [seth.harrison@mcfls.org](mailto:seth.harrison@mcfls.org). Job description and application packet is available upon request at the library's checkout desk and on the library's website ([www.halescornerslibrary.org](http://www.halescornerslibrary.org)).

**Deadline:** Position will remain open until filled.

**Testing and interviews will be scheduled when an adequate number of applications have been received.**

For more information about the library and the Village of Hales Corners please check the library's website [www.halescornerslibrary.org](http://www.halescornerslibrary.org) and the Village's website <http://www.halescornerswi.org/>