

Position: Library Assistant (Full-Time)

Duties:

1. Plan and implement programs inside the building for pre-school and elementary children as well as outreach programs, and family-oriented programs, working closely with the Children's Services Librarian and other staff.
2. Assist in the general operation of children's services.
3. Help patrons at the circulation desk according to policies of the Jay County Public Library and the Evergreen Indiana library consortium.
4. Perform a variety of other clerical, general office, and library-specific duties to be assigned based on education, experience, and strengths.

Required Skills and Background:

1. High school diploma or GED.
2. Experience working with children of all ages.
3. Positive public service attitude, outgoing personality, creativity, attention to detail, ability to work in a team environment, willingness to learn, self-motivated.
4. Physically able to carry tote boxes and push carts of materials, climb stairs, be able to re-arrange furniture for programs, respond to the needs of children, crouch or reach to retrieve library materials.
5. Computer skills and comfort with technology, dependable transportation.
6. Familiarity with organization and functions of the library.

Terms:

1. 37.5 hours per week including some evening and Saturday assignments. The schedule will be fairly consistent but may change based on future needs of the library.
2. Starting pay is \$18.40 per hour.
3. Pro-rated amount of Paid Time Off upon start of employment.
4. Enrollment in the Indiana Public Retirement System.

Position Availability:

Immediate - Applications accepted until position is filled.

Application Procedures:

Pick up application at the front desk at the library and return it back with a letter of interest and resume to the front desk or mail to: JCPL Attn: Eric Hinderliter 315 North Ship Street Portland, IN 47371. Or, find application on our website (www.jaycpl.lib.in.us) and email application, letter of interest and resume to ehinderliter@jaycpl.lib.in.us.

JAY COUNTY PUBLIC LIBRARY
APPLICATION FOR EMPLOYMENT

Position: Library Assistant (Full-Time)

Application Date _____

Name _____ Telephone _____
Last/First/ Middle

Address _____
Street/City/State/Zip

Referred by _____ Applied here before? _____

EDUCATION

High School : _____

Secondary Education: _____

EMPLOYMENT HISTORY (start with current employer)

Dates of Employment _____ Employer _____ Supervisor _____

Nature of Job _____ Reason for Leaving _____

Dates of Employment _____ Employer _____ Supervisor _____

Nature of Job _____ Reason for Leaving _____

Dates of Employment _____ Employer _____ Supervisor _____

Nature of Job _____ Reason for Leaving _____

Dates of Employment _____ Employer _____ Supervisor _____

Nature of Job _____ Reason for Leaving _____

If you are currently employed, may we contact that employer? _____ Supervisor's name _____

Date you could start this job? _____

The Jay County Public Library is an equal opportunity employer.
Employment applications are kept on file for only 60 days.

Are you prevented from lawfully becoming employed in the United States because of Visa or Immigration Status? _____
(Proof of citizenship or Immigration Status will be required upon employment.)

Do you have a valid State of Indiana driver's license without restrictions, other than needing visual correction? _____

This job may include a mix of day, evening and Saturday hours. If you would have conflicts with such hours, give a brief explanation _____

List activities (other than religious) such as clubs, sports, and hobbies:

REFERENCES (Do not use relatives.)		
Name, Address _____	Phone _____	
Reference's business _____	Years Known _____	How known _____

Name, Address _____	Phone _____	
Reference's business _____	Years Known _____	How known _____

Name, Address _____	Phone _____	
Reference's business _____	Years Known _____	How known _____

Name, Address _____	Phone _____	
Reference's business _____	Years Known _____	How known _____

PHYSICAL RECORD

Do you have any physical condition which may limit your ability to perform the job applied for? It will entail climbing stairs, stepping up and down on step stools, driving the bookmobile, carrying boxes of books, and using a computer keyboard, for example. (circle one) No Yes

If Yes, explain _____

I authorize investigation of all statements contained in this application and release from liability any person or employer supplying such information as well as consent to a criminal background check. I certify that the facts and information set forth in this application are true and complete to the best of my knowledge and understand that any falsification, misrepresentation or omission of acts will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.

I understand and agree that any employment which may be offered is "at will," which means it is for no definite period and may, regardless of the date of payment of my wages, be terminated at any time without any previous notice.

Date _____

Signature _____