Job Opening: Part-Time Library Assistant

The Dunkerton Public Library is currently accepting applications for a part-time Library Assistant – Program/Event Planner and Coordinator position. This is a year-round role requiring weekday, evening, and Saturday morning availability. The ideal candidate is friendly and a team player, feels strongly about helping others and providing free services and activities to all ages in our community, shows initiative, is reliable, pays attention to details, and is a good problem solver. This position is responsible for craft packs, story time, planning and executing the summer reading program, planning and promoting programs and activities for all ages, promoting library services, plus creating bulletins boards and book displays. We are looking for someone who is proficient in Microsoft Office, Canva, online marketing (website, Facebook, etc.) and has basic trouble shooting skills to assist patrons with their devices and library computers. Additional tasks may include but are not limited to answering the phone, photo copying, faxing, working the circulation desk (checking items in and out, providing readers’ advisory and reference services), shelving items, and helping patrons with the library computers and data bases. Library experience and specifically experience with the library system Apollo and Plow Concrete 5 website is preferable but not required.

Candidate must be 18+ years old. Minimum ed: high school graduate.

Application and job descriptions can be found at [www.dunkerton.lib.ia.us](http://www.dunkerton.lib.ia.us). Submit resume, cover letter, application, and work-related references to the Dunkerton Public Library at 203 Tower St., P.O. Box 249, Dunkerton, IA  50626.

Position open until filled. EOE