

JOB POSTING

Avon Lake Public Library

Position: **DiscoveryWorks Student Greeter**

Grade: 11 | non-exempt; hourly

Hourly rate range: \$9.30– 11.01, DOQ/E

Schedule: **Part-time - 8-16 hours/week**
Evenings and weekends

Application deadline: August 30, 2022

POSITION SUMMARY:

- Creates a positive learning experience for visitors to DiscoveryWorks, the Library's hands-on learning and science center, by greeting visitors and overseeing activity in the department.

ESSENTIAL JOB FUNCTIONS:

- Greet visitors; direct visitors on the purpose and proper use of DiscoveryWorks.
- Maintain exhibit area, including housekeeping duties.
- Serve as a member of the DiscoveryWorks team, providing assistance, as needed.
- Participate in training of Library staff. Serve as a DiscoveryWorks resource to Library staff.
- Uphold the Library's mission and, at all times, impart a positive impression of the Library.
- Be familiar with and facilitate the Library's policies and procedures.
- Be familiar with and promote the Library's collections, services and programs.

TO APPLY:

Must be at least 16 years old by the time of hire.

Send cover letter and resume to: hr@avonlake.lib.oh.us

Avon Lake Public Library is an affirmative action/equal opportunity employer and public service agency.