

McIntosh Memorial Library Job Posting

Library Clerk – McIntosh Memorial Library- Posted 3-17-25

The McIntosh Memorial Library in Viroqua, WI is seeking an organized, enthusiastic, detail orientated individual to work at our circulation desk. Under the guidance of the Adult Services Director the person employed as a Library Clerk will work at the circulation desk assisting patrons, shelving materials, and working with the library collection. The work requires the employee to have team spirit, strong communication skills, and the ability to work in a fast-paced library environment.

Key responsibilities of this position include, but are not limited to:

- Performing all duties associated with the circulation desk
- Checks library materials in and out at the circulation desk
- Assures accurate shelving of all library materials
- One on one patron assistance

Qualifications include:

- A high school diploma and previous library experience preferred
- A high level of customer service and communication skills
- Strong comfort level with computers

This position is all indoor work at the circulation desk and inside the staff work area. The position requires the employee to be able to work independently, multi-task, and have strong attention to detail. The work schedule is Monday-Thursday from 4:00pm-7:00pm and every other Saturday from 9:00am-3:00pm. Being this is a part-time position benefits are not provided. The job description can be found on the library website at www.mcintoshmemoriallibrary.org

Interested applicants should submit a cover letter, resume, and completed employment application to Library Director Trina Erickson at t.erickson@wrlsweb.org Applications will be accepted until the position is filled.

McINTOSH MEMORIAL
Library
of VIROQUA
