

Library Assistant - Prescott Public Library

The Prescott Public Library is seeking an organized and friendly individual to join our team as a part-time library assistant. The main responsibilities include working at the circulation desk, assisting in maintaining the collection, and processing materials coming from other libraries. The ideal candidate is detail oriented, has good interpersonal and problem solving skills, is comfortable using technology, and has an interest in serving the community.

A high school diploma or equivalent is required with education beyond high school preferred.

This position is for 15 hours/week, which includes Saturdays and some evening shifts.

A full job description and application are available on our website; prescottpubliclibrary.org under the employment tab.

Please send a copy of your cover letter, resume, and application to langer@prescottpubliclibrary.org by December 22, 2017 or send to:

Library Director
800 Borner Street North
Prescott, WI 54021