



Job Description

West Georgia Regional Library System (WGRLS) seeks an enthusiastic, hardworking, detail-oriented individual who is passionate about reading and literacy in their community for the position of Library Assistant at Centralhatchee Public Library in Centralhatchee, Georgia.

Job Duties

- Perform general circulation duties.
- Provide accurate, friendly, and efficient customer service.
- Assist with programs and program development.
- Assist with outreach programs by promoting library services at community functions and events.
- Offer book and movie recommendations to patrons.
- Answer computer questions for patrons.
- Other duties as assigned.

Requirements

- Good typing/filing skills and basic computer skills are a must.
- Must be able to bend, stoop, reach, lift and carry 35 pounds.
- Employment is contingent upon a satisfactory background check.

Salary

15 hours per week at \$9.25 per hour. Position includes some evenings and an occasional Saturday.

To Apply

Interested candidates should submit a cover letter, resume, and at least three professional references to jobs@wgrls.org or apply online at <https://wgrls.org/about/careers/>. Position is open until filled.