



**Position: Library Assistant -Temporary *June and July 2023***

**Job Description**

West Georgia Regional Library System (WGRLS) seeks a detail-oriented person who is passionate about reading and literacy in their community for the position of Temporary Library Assistant at Neva Lomason Memorial Library in Carrollton, Georgia. This temporary position will last from June 1 - July 31, 2023 .

**Job Duties**

- Perform general circulation duties.
- Provide accurate, friendly, and efficient customer service.
- Occasionally assist with programs and program development.
- Offer book and movie recommendations to patrons.
- Answer computer questions for patrons.
- Other duties as assigned.

**Requirements**

- High School Diploma or equivalent.
- Good typing/filing skills and basic computer skills are a must.
- Must be able to bend, stoop, reach, lift and carry 35 pounds, and push loaded book carts without assistance.
- Employment is contingent upon a satisfactory background check.

**Salary**

19.5 hours per week at \$11.00 per hour. The temporary position includes evening and Saturday hours and is for **June and July 2023** only.

**To Apply**

Interested candidates should submit a cover letter, résumé, and at least three professional references to [jobs@wgrls.org](mailto:jobs@wgrls.org).