**CITY OF HALLETTSVILLE**
**JOB OPENING**

**POSITION**: Library Summer Worker **DIVISION:** Library **EFFECTIVE DATE:** 03/26/2025

Applications are being accepted for the part-time, seasonal, non-benefit position of Library Summer Worker to assist with Summer at the Library operations of the Frienchi Simpson Memorial Library.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

This position is responsible for assisting with the weekly Summer at the Library Programs. The ideal employee would be a self-starter that works well with children. Tasks will include, but not be limited to, assisting with crafts and projects, help with program preparation, set-up, and clean-up, and shelving media.

## REQUIRED QUALIFICATIONS

Must be 16 years of age or older and able to perform work indoors & outdoors and work well with others.

## SCHEDULE REQUIREMENTS

This position is scheduled to work the last week of May, the entire months of June and July as well as the first week of August. Hours are as follows: Monday – Thursday 8:30-5:30.

## SALARY AND BENEFITS

This is a part-time non-benefit position at a rate of $12.00 per hour.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hand-eye coordination necessary to operate computers and various office equipment.

Ability to file books, periodicals, files, reports, notebooks, etc. on shelves ranging from 1 to 7 feet from the floor.

Employee is frequently required to climb, uses hand to finger, grasp, handle, feel or operate objects or controls, talk or hear. The employee is required to stoop, reach, stand, and walk.

Must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

**CLOSING STATMENT**

Any position that lists a minimum qualification for education level and/or license/certification will require the applicant to provide proof of documentation if selected for hire into the position with the City.

The City of Hallettsville is an Equal Opportunity Employer.

***Print Name:*** _____

***Signature:*** _____ ***Date:*** _____