



October 2020

## HALES CORNERS LIBRARY

5885 South 116th Street W.BEN HUNT CENTER Hales Corners WI 53130

Telephone (414) 529-6150

### Library Page – Shelver (Mornings)

Hales Corners Public Library is accepting applications for a part-time library page. The page is responsible for shelving library materials, maintaining materials in the library collections, and providing support in other areas of library operations. Interested individuals may pick up an application form at the check-out desk. The job description and application form are also available from the library's website [www.halescornerslibrary.org](http://www.halescornerslibrary.org).

#### **Education and Experience:**

1. One to two years of high school preferred.
2. Must be eligible for a child labor (work) permit.
3. Some previous library experience preferred.
4. Strong customer service orientation.
5. Ability to alphabetize and work with the Dewey Decimal Classification system

**Hours – Library Page – Shelver (Mornings):** Alternating weekday mornings, Monday through Friday, from 9:30 to 11:30 a.m., 4 hours one week, 6 hours the next week. Some weekend or evening hours as needed. AA/EEO/ADA Employer

**Compensation:** \$8.20 (hourly wage)

**Applications:** Interested individuals may apply by completing an application form and returning it to Janice Sciano, Circulation Services Supervisor, 5885 S. 116<sup>th</sup> Street, Hales Corners, WI 53130, or by email [janice.sciano@halescornerslibrary.org](mailto:janice.sciano@halescornerslibrary.org). Job description and application packet is available upon request at the library's circulation desk and on the library's website ([www.HalesCornersLibrary.org](http://www.HalesCornersLibrary.org)).

**Deadline:** Position will remain open until filled.

For more information about the library and the Village of Hales Corners please check the library's website [www.halescornerslibrary.org](http://www.halescornerslibrary.org) and the Village's website <http://www.halescorners.org/>

*Our mission is to provide the community with a space dedicated to the power of knowledge and technology, the world of culture, and the joy of reading by providing excellence in library services, resources, and programs.*