

The Vaughn Public Library is hiring!

### Library Customer Service

Do you like people? Are you committed to public service and sharing information? The VPL has a place for you! The Vaughn Public Library is hiring a customer services clerk. This is a 12 – 15 hours/week morning (9 – 12pm) position with rotating Saturdays, beginning wage is \$15/hour. Application deadline is Dec 16, start date is the first week in January 2023.

Please send a letter of application to [sadams@vaughnlibrary.org](mailto:sadams@vaughnlibrary.org) if you would like to apply.

Thank You

Sarah Adams,  
Library Director

### Customer Service Duties

- Welcoming all who come through the library doors, ready to assist with a diverse set of needs from book recommendations to help sending a fax to checking out a huge stack of kids' picture books.
- Attention to detail checking in/out materials, creating new library card accounts
- Applying library policy with consistency and diplomacy
- Familiar with online search skills, tips & tricks