

**Title:**

Part-time Library Assistant

**Company intro:**

The Peabody Public Library was established in 1901 and was founded on a commitment to serve the Columbia City community. That commitment to community continues today as Peabody is not only a place for books but strives to be the heart of the community. We provide comfortable welcoming spaces, free computer access, books, movies, games, programs for all ages, and rooms for quiet study or group meetings. Library staff focus on providing excellent service to all and love to help find answers to questions and bring joy to people's lives.

**Job description:**

Come work with this wonderful team as we strive to connect with the Whitley County community and provide them with a wide variety of services, programs, and events. This part-time position will require day, evening, and weekend hours. The incumbent will work under the direction of the Circulation Supervisor to provide excellent service to all library patrons and the community in multiple ways. This work will include registering individuals for library cards, circulating materials, shelving materials, assisting with technology, and creating a welcoming atmosphere. The incumbent will also assist with multiple functions within the library such as answering patron questions, searching the library catalog, and assisting other departments with programs. The full job description is available [here](#).

**Top benefits or perks:**

As a team member at Peabody Public Library, you will enjoy:

- 11 Paid Holidays after 90 days
- PTO after 90 days
- Competitive wage

**Job Requirements**

- High School diploma or GED.
- Customer Service experience preferred.

**Location:**

This is an in-person position. The library is located on Highway 205 and US 30 next to Parkview Hospital. Peabody Public Library sits on 14 acres that includes wetlands providing a beautiful backdrop to your workday.

**Contact/application information:**

To apply, submit an application and upload your resume [here](#). Questions regarding this position can be submitted at [HR@ppl.lib.in.us](mailto:HR@ppl.lib.in.us) or you can call 260-244-5541.