



Wright Memorial
Public Library

Job Posting

Substitute Associate (Part-Time)

Hours: varies

Salary Range: \$14.29 per hour DOQ

SUMMARY OF RESPONSIBILITIES

Connects library patrons to information, entertainment, technology, and culture through library services, programming, reader's advisory and general assistance.

JOB RESPONSIBILITIES

- Patron Assistance - Assists library patrons with basic readers' advisory and general information services in person, by phone, and online; troubleshoot patrons' technology issues with computers or personal electronic devices.
- Programming - Assists with programs and outreach; creates and maintains displays to promote materials and library services.
- Performs various clerical tasks and other duties as assigned.

QUALITIES OF THE IDEAL CANDIDATE

- A high school diploma or GED
- Demonstrates excellent internal and external customer service.
- Proficiency in basic computer knowledge and demonstrable ability to use applications in Windows environment including Microsoft Office products, Internet use, and email.
- Knowledge of professional library principles, methods, techniques, and procedures.
- Ability to work on a substitute basis including nights and weekends.

TO APPLY - Applications and resumes will be accepted until 12/12/2025. To apply, send completed [application](#) and resume to jobs@wrightlibrary.org or to Wright Memorial Public Library, 1776 Far Hills Avenue, Oakwood, OH 45419.

Wright Library is an Equal Opportunity Employer.