



The Humboldt Public Library is seeking an individual to serve as a Library Assistant in the Children's Library. This position is part-time, approximately 15-25 hours a week, including daytime, occasional evenings, and 1-2 Saturdays a month.

The duties include working at the Children's circulation desk: checking materials in and out, shelving, reader advisory, assisting with class visits/story time/daycares/programs-including summer reading challenge, book talks, creating flyers and posters, monitoring and contacting patrons with overdue material and assisting patrons. Requires proficiency with computers, knowledge of Canva and technology such as iPads, Kindles, and printing from phones. Periodically working the circulation desk upstairs when needed. Must love working with children and enjoy a busy work environment.

A high school diploma or GED is required, post-secondary education or degree preferred with an emphasis in Library Science or Education.

Please stop by the Humboldt Public Library to obtain an application, at 30 6th St. N, Humboldt. Submit an application and resume to Julie Larsen, Director-Humboldt Public Library.

For more information, contact us at 515-332-1925. Applications accepted through April 25, 2024.

