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Now Hiring

Part-Time Library Shelver

The Friday Memorial Library is seeking applicants for two Library Shelver positions. Shelvers play an important role in keeping the library neat, orderly and user-friendly for our community members.

The primary functions of this position are shelving and retrieval of library materials. The shelver may also assist with inventory, circulation functions and other support duties as assigned. Library Shelver positions require physical stamina, lifting, bending and the ability to stay on one's feet for extended periods. For more information about this position, the complete job description and physical requirements are posted on the City of New Richmond and Library websites.

Anticipated starting wage is \$10.00 per hour and will average 15 hours per week. Evening hours and rotating Saturday hours will be expected. Must be 16 years of age or older.

To apply, please submit your cover letter and a completed City of New Richmond application. The application can be picked up at the library or found on the City or Library websites. Resumes are welcome, but not required. To be considered for this position, please submit a completed application in person or send attention of Sarah Reese at sreese@newrichmondwi.gov. Position will remain open until filled, preference to applications received by May 3.