



1205 Main Street – Hays, KS 67601
785-625-9014

Part-Time Library Assistant: Bookmobile and Outreach

The Assistant will work under the supervision of the Public Services Manager and will assist the Outreach Coordinator with Outreach Services including running the Bookmobile.

This part-time position, between 15-18 hours per week, will work a variety of hours including regular evening and weekend hours.

General duties include, but are not limited to:

- Assisting Outreach Coordinator with various circulation and outreach projects.
- Assisting patrons in the borrowing and returning of library materials.
- Familiarity with the Library's collections of print and electronic resources, especially those located in the Kansas Room collections.
- Assisting patrons in selection and use of library equipment; including electronic equipment such as computers, computer programs, tablets, e-readers, microfilm readers, overhead scanner, or other technology.
- Transport books in and out of vehicles and establishments such as schools and assisted living facilities.
- Drive the bookmobile to various special events and regular stops. A CDL is not required, but a safe driving history is required.
- Must be very confident in approaching potential patrons and promoting library services.
- May require presentations to various groups.

Required:

- Job experience that includes customer service
- Ability to push 100 lb cart of books
- Ability to drive the HPL Bookmobile (Mercedes Sprinter 3500) safely and comfortably

Hiring salary range is \$10 - \$13 per hour.

For a complete job description and application, visit www.hayslibrary.org.