



Iola Village Library – Part-Time Library Assistant

The Iola Village Library is seeking a creative, energetic, service-oriented, and detail-focused individual to join our team as a Part-Time Library Assistant (8–10 hours per week). This role is ideal for someone who enjoys working with the public, supporting community programs, and helping patrons navigate library resources and technology.

Primary Responsibilities

- Assist with planning and delivering library and outreach programs for adults and children
- Provide reference assistance and help patrons with technological needs
- Answer phones and offer friendly, professional customer service
- Check materials in and out using the library's circulation system
- Shelve, organize, and maintain library materials

Qualifications

- Strong computer and technology skills
- Excellent communication and customer-service abilities
- Organized, dependable, flexible, and team-oriented
- Courteous and respectful with all patrons
- Library experience is helpful but not required

Schedule

Hours vary and will include Tuesday evenings and Saturday mornings.

To Apply

Applications are available at the library.

Iola Village Library

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