



BOURBONNAIS

PUBLIC LIBRARY DISTRICT

☎ 815-933-1727 🌐 bourbonnaislibrary.org @ @

📍 250 W. John Casey Rd. Bourbonnais Il, 60914

CIRCULATION ASSISTANT POSITION

We are looking for a new Circulation Assistant to join the Circulation team at the Bourbonnais Public Library District. As a Circulation Assistant, you will be the welcoming face of the Library.

Duties include helping patrons check out materials, creating and updating library cards, answering phones, making copies, sending faxes, and shelving returned materials. Circulation Assistants also help out at the Reference Desk when needed.

We are looking for an enthusiastic team member with excellent customer service skills. This position works approximately 12 hours per week, with 2 Saturdays a month.

Please apply by sending your resume and a cover letter to jobs@bourbonnaislibrary.org. No phone calls, please.