

Employment Announcement

Marion Public Library

Circulation/Teen Assistant

Marion Public Library is seeking a friendly, dependable, and service-oriented Circulation/Teen Assistant to join our team. This position provides direct assistance to library patrons, supports circulation, and assists with Teen Lounge. This part-time position averages 15 hours per week.

Responsibilities: The person we are seeking will provide friendly, courteous service at the circulation and teen lounge; check out and circulate library materials and equipment; issue and renew library cards; assist patrons with library services, policies, technology, printing, and public computers; answer calls and provide general information; shelve materials; help maintain clean and organized service areas; and perform other duties as assigned.

Evening and weekend hours are required.

Hours:

Monday	1:00 – 7:00 pm	6 hours – Teens/Circ
Tuesday	3:00 – 7:00 pm	4 hours
Thursday	3:00 – 7:00 pm	4 hours
Saturday	10:30 am – 4 pm	5.5 hours (1 st Saturday of the month)

Qualifications: The candidate should have a high school diploma or equivalent, with some college preferred, and experience working with the public and basic computer skills. The candidate should provide excellent customer service, communicate clearly and courteously, and be dependable, professional, organized, and detail oriented. The ability to work independently and as part of a team, remain calm and helpful in stressful situations, and learn technology, procedures, and library systems is essential. The candidate must also be available to work a flexible schedule, including days, evenings, and weekends. A criminal background check will be conducted as part of the hiring process.

Compensation: Dependent upon experience and education.

How to Apply:

Applications can be obtained at the Library Office or on our website. Please submit your completed application, resume, and contact information for both professional and personal references (including email addresses and phone numbers) to:

Jaime Pitt, Director, Marion Public Library (Marion, IN)
jpitt@marion.lib.in.us

Opens: 9/8/2026.

Closes: Until filled.