

Bacon Memorial District Library Job Posting

Bacon Memorial District Library in Wyandotte, MI serves a population of just under 26,000 and is located in the heart of a vibrant riverfront community.

Position: Library Assistant (Part time- 20 hours a week)

Schedule: Must be able to work some evenings and Saturdays

Salary: \$16.00 an hour

This position receives 4 hours of paid leave time a month.

Duties: Charge and discharge materials, issue library cards and explain library procedures, answer the telephone and direct calls, answer directional questions, assist patrons using library copiers, send faxes, and other duties as assigned.

Requirements:

High School diploma or equivalent

Ability to stoop, bend, and reach above your head, ability to push carts loaded with books.

Strong technology skills. You must be able to quickly and efficiently learn new programs.

Experience accurately handling money.

Good customer service and phone skills are a must.

Library experience is preferred but not required.

Please submit a cover letter and resume to:

Cecilia O'Connell, Head of Circulation, via email at: coconnell@baconlibrary.org

DEADLINE: June 26, 2026 or until the position is filled