

Morton Township Public Library Employment Opportunity Library Assistant – Public Services (Full-Time)

Morton Township Library is seeking an energetic, creative, highly motivated, and service-oriented Library Assistant. Morton Township Library is a Class II public library located in Mecosta County and serves the residents of Morton Township and four surrounding townships.

Position: Library Assistant – Public Services

Location: Morton Township Library, 110 S. James St., Mecosta, MI 49332

Work Schedule: Full-Time - (approximately 37 hours per week) including Wednesday evenings and Saturday mornings. The library is closed Sundays and Mondays. **Applicants interested in part-time employment will also be considered.*

Job Summary: Under the supervision of the library director, the Library Assistant is responsible for: preparing new library materials for use; planning, promoting, and implementing library programs for adults; staffing the information desk as needed and assisting patrons in their search for library materials; providing reader's advisory and technical assistance to patrons; scheduling and supervising the use of library meeting rooms; creating flyers and social media graphics to promote library services and programs; writing grant proposals for enhancing library services; assisting with the planning and implementation of children's programs; creating library displays; and performing other duties as assigned.

Requirements: The applicant should be passionate about the work and mission of public libraries, have a minimum of an associate degree in a related field, have enthusiasm for creating dynamic and relevant library programs and displays, and be comfortable writing grant proposals. The applicant should also have effective verbal and written communication skills, be comfortable with public speaking and representing the library in a variety of settings, have experience using current technology, be a self-motivated person who can work both independently and collaboratively, and be passionate about creating and maintaining a welcoming and customer service-oriented environment.

Physical Requirements: Ability to lift and/or move up to 30 pounds. Ability to stand, sit, or walk for extended periods of time.

Salary and Benefits: Wage will be based on qualifications and experience. Benefits for full-time employees include health, vision, and dental insurance, paid holidays, paid vacation days, and paid sick time.

Apply: Mail or email resume, cover letter, and contact information for three professional references to:

Juliane Schafer, Director
Morton Township Library
P.O. Box 246
Mecosta, MI 49332

jschafer@mtplibrary.org

Deadline: Friday, September 12, 2025 at 5:00 PM

Morton Township Library is an equal opportunity provider and employer.