

Job Opening

LIBRARY ASSISTANT/CIRCULATION

Matheson Memorial Library, Elkhorn, WI

(Part time position 12 hours/week + additional substitute hours as needed). Starting salary range is: \$16.21-16.87/hour.

Would you like to work at a busy, thriving library where every day is an adventure? Here's your chance to join our growing team! Matheson Memorial Library has a part-time position open in our Circulation department. We are seeking a public service-oriented individual who enjoys helping their community and its residents of all ages. Duties will include: Checking-out and checking-in materials, issuing library cards, enforcing policies, using a cash management system and making change, and shelving materials. Candidate will be expected to assist with other library duties as assigned. Candidate must have proficient computer skills, be able to search our library catalog and the internet, and be willing to learn new skills. Candidate must have excellent interpersonal, organizational and communication skills.

Qualifications: High school diploma or equivalent. Prior library experience preferred, but not required.

Work schedule is as follows:

(12 hours per week)

Wednesday: 9:00am to 5:00pm

Thursday: 1:00 pm to 5:00 pm

And every third Saturday in a rotation

You must also be willing and available to work additional hours, to cover the vacation and time off requests of other staff. The Application is available at the City of Elkhorn website. Applications will be accepted until midnight of September 29, 2026. Applications will be reviewed and interviews scheduled as they are received.

Matheson Memorial Library, 101 N. Wisconsin Street, Elkhorn, WI 53121

Telephone 262-723-2678. Please submit any supplemental information or questions to Sara Krewal at skrewal@elkhorn.lib.wi.us.