

Library Helper

Redwood Cooperative School seeks individuals with a strong work ethic who are interested in assisting with library organization, regular upkeep and shelving, pulling books for teachers, sorting through donations, and cataloging our inventory of books.

Our ideal candidate has experience with library science, library organization, and the dewey decimal system.

Requirements:

- A consistent schedule is required, some after school and some during the school day
- The ability to use ipad-based library apps
- Must be able to attend all classes needed, trainings, meetings with the Head of School to discuss expectations and tasks
- Completed Covid-19 vaccine
- Completed background check
- Ability to work as part of a close-knit team
- Signed Working Family Member Code of Conduct
- Signed Confidentiality Agreement
- **Approximate time commitment of 3 hours per week during the school year, some work during the school day required**