



Introduction & Application Timeline

The City and Borough of Wrangell will accept applications for the position of Seasonal Library Technician until filled. Applications and job descriptions are available at Wrangell City Hall, 205 Brueger Street (P.O. Box 531), Wrangell, AK 99929, or online at www.wrangell.com/jobs

Position Summary

The City and Borough of Wrangell is seeking applicants for a temporary, part-time Library Technician to support summer programming at the Irene Ingle Public Library. This is a great opportunity for individuals who enjoy working with youth, supporting community programs, and gaining experience in a library setting. Pay is set at Grade 8 on the Temporary/Part-Time/Seasonal Employees wage table.

Summary of Duties

- Assist with daily summer camp activities, including supervision and program support
- Prepare materials and help facilitate educational, recreational, and STEM-based activities
- Provide excellent customer service to library patrons
- Assist with circulation of library materials and routine clerical tasks
- Support library staff with program setup, cleanup, and daily operations
- Assist patrons with basic technology help and general inquiries

Minimum Requirements

- Must be at least **17 years of age**
- Ability to work consistently Monday through Friday throughout the employment period
- Strong communication skills, reliability, and flexibility
- Ability to occasionally lift up to 40 pounds and navigate stairs
- **Preferred (not required):**
- Experience working with children or youth programs



- Customer service experience

Application Process

Completed applications must be submitted to Megan Powell at Wrangell City Hall, 205 Brueger Street (P.O. Box 531), Wrangell, AK 99929 or via email at mpowell@wrangell.com.

Disclaimer

The City and Borough of Wrangell is an Equal Employment Opportunity Employer.

