



Gary Public Library

220 W 5th Ave,
Gary, IN 46402

Substitute Librarian

Job Type: Non-Exempt

Schedule: Part Time, 18+ hrs.

Location: Onsite (Gary, Indiana)

Salary: \$34,125.00/yr starting

Supervisory Responsibilities: No

About Us:

The Gary Public Library serves as a cornerstone for learning, literacy, and community engagement in the city of Gary and surrounding areas. With a commitment to providing access to information, educational resources, and cultural enrichment, the library offers a wide range of services and programs for all ages. Its facilities house extensive collections, public use computers, meeting spaces, and dedicated areas for youth, teens, and adults. The library is dedicated to fostering lifelong learning, supporting local history and culture, and building a welcoming environment where everyone can connect, explore, and grow.

Why Join Us:

If you are passionate about serving your community and helping ensure equitable access to books, education, and community programming, join us at the Gary Public Library & Cultural Center. Our employees play an important role in supporting the programs, services, and resources that make a meaningful difference in the lives of Gary residents. We value professionals who bring integrity, attention to detail, accountability, and commitment to community. In return, we offer opportunities for professional growth, meaningful work, and the chance to apply your skills in an organization whose success directly supports literacy and lifelong learning.

Who We're Looking For:

The Substitute Librarian provides professional library services on an as-needed basis, supporting the Gary Public Library during staff absences, vacations, vacancies, periods of increased service demand, and special circumstances. This position plays an important role in maintaining consistent, high-quality library services and positive patron experiences across Library locations and service areas.

The ideal candidate is a flexible, dependable, and service-oriented library professional. If you enjoy connecting people with information, resources, technology, and opportunities for learning—and are comfortable bringing your expertise wherever it is needed—we invite you to join the Gary Public Library as a Substitute Librarian!

What You'll Do

As a Substitute Librarian, you'll provide professional Library services wherever support is needed. You'll assist patrons with reference and research questions, recommend and locate materials, provide basic technology assistance, support circulation services, and assist with Library programs and events.

Because assignments may vary, you'll work across different service areas and Library locations, helping ensure patrons continue to receive welcoming, knowledgeable, and consistent service.

What You'll Bring

- Bachelor's degree in library science, information science, education, or a related field and two years of relevant library or public service experience preferred. Equivalent education and experience may be considered.
- Eligibility to obtain and maintain Indiana Library Certification at Level 5 or higher.
- Strong customer service, communication, technology, and problem-solving skills.
- Ability to work independently, use sound judgment, and adapt quickly to different assignments and service needs.
- Flexible availability to work varying schedules and Library locations, including occasional evenings, weekends, or holidays.
- This position may require occasional lifting or moving of Library materials and supplies weighing up to 25 pounds.

Full-Time Benefits

Full-time employees are eligible for medical, dental, vision, life, short-term and long-term disability insurance; PERF retirement; paid vacation and sick/personal leave; 14 paid holidays plus your birthday; education reimbursement; and an Employee Assistance Program.

How to Apply:

Candidates interested in joining the Gary Public Library are invited to submit the following materials for consideration:

- **Current resume** outlining relevant education, experience, and qualifications
- **Cover letter** describing your interest in the position and how your skills and experience align with the role
- **Three professional references**, including current or former supervisors or other professional contacts who can speak to your qualifications and work performance

Please submit application materials electronically to hrgpl@garypubliclibrary.org with “**Substitute Librarian**” in the subject line.

Applications will be reviewed as they are received, and the position will remain open **until a qualified candidate is selected**. Candidates are encouraged to submit their application materials promptly for consideration.

The Gary Public Library is an Equal Opportunity Employer and is committed to recruiting, selecting, developing, and promoting employees based on individual ability and job performance. Reasonable accommodation may be available to enable differently abled individuals to complete the application and interview process as well as perform the essential functions of a role.

Selected candidates will be required to successfully complete a pre-employment screening as a condition of employment.

This job description is intended to describe the general nature and level of work performed. It is not an exhaustive list of all responsibilities and duties required.