

Library Assistant - Part-Time - Holderness Free Library

This Library Assistant position will focus on work at the circulation desk and completing Inter-Library Loans (ILLs). As well as other general circulation duties and library duties.

Minimum Qualifications:

- High school degree/ GED recommended. A College degree is preferred
- Strong written and verbal communication skills
- A positive and collaborative workplace philosophy that is both cooperative and inclusive
- Sense of humor, with a strong emphasis on customer service
- Ability to move and/or lift materials up to 30 pounds
- Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit
- Flexibility in regard to scheduling and being able to cover shifts as a substitute
- Entry level understanding of NH library laws, ethics, and policies
- Passion to communicate current and emerging library services
- Strong understanding of social medias and their uses
- Solid understanding of library technologies

Essential Responsibilities:

- Use emerging computer hardware and software to work routine shifts on the circulation desk
- Complete computer/software updates, assisting patrons with technology related questions
- Utilize our Inter-Library Loan system and work harmoniously with other NH libraries
- Help to maintain our social media accounts and the website in a functional and appealing way
- Assist patrons in locating items useful to their informational/recreational needs, including Library materials, online resources, local attractions, and items available at other libraries
- Enforce library policies courteously
- Other duties as assigned by the Library Director

Compensation and Benefits:

- This is a part-time position, with a minimum of 15 hours per week, not to exceed 29 hours per week, occasional/rotating Saturday morning shifts
- Compensation begins at \$16.00 per hour at hiring
- There are no health insurance benefits, paid vacation, or sick leave per the Town of Holderness Personnel Policy

This position will remain open until filled.

Please submit a résumé, and two current professional letters of recommendation to:

Adam Di Filippo, Director
Holderness Free Library
PO Box L
Holderness, NH 03245

Or email to holdernessfree@gmail.com with Library Assistant as the subject heading.

No phone calls please.