

## Part-Time Library Assistant Holderness Free Library, Holderness

The Library Assistant will assist at the circulation desk, with a focus on completing Inter-Library Loans (ILLs), help patrons with technology if asked, shelve materials accurately, process new materials as directed, share responsibility for simple custodial chores, provide assistance to the Director, and prepare materials for programs. And other duties as assigned by the Director.

### **Minimum Qualifications:**

- High school degree/ GED required. 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 and ethics
- Passion to communicate current and emerging library services

### **Essential Responsibilities:**

- Use emerging computer hardware and software to work routine shifts on the circulation desk
- Learn our developing Inter-Library Loan system and work harmoniously with other libraries in the NH ILL system
- Shelve library materials and perform other tasks to keep the collections in order and aesthetically pleasing
- 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, typically 15 hours per week, not to exceed 29 hours per week
- Compensation depends on education and experience, not to exceed \$15.00 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 cover letter, resume, and a letter of recommendation, specific to this position, to:

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

PDF documents may also be emailed to [holdernessfree@gmail.com](mailto:holdernessfree@gmail.com)

No phone calls please.