

Library Assistant, Part-time, Holderness Free Library, Holderness (NH)

Job Opportunity: Library Assistant

The Holderness Free Library is now accepting resumés for a friendly and energetic staff member to work on the circulation desk. The ideal candidate will have creative problem-solving abilities, be attentive to details, and most importantly help to maintain a welcoming environment. We're searching for someone who will contribute to our library's mission statement: "To create a vibrant place where people can connect."

Duties: General duties include checking materials in and out via our ILS (Atrium); handling reserved materials; managing simple cash transactions; creating displays; providing excellent customer service to patrons in person, over the phone, and by email; promoting library services to patrons; filing materials using the Dewey Decimal System; assisting with events and programs; helping patrons with the use of computers, e-readers, and other technology; answering queries about the library's collection, services, and policies; and addressing a host of other library-related day-to-day tasks.

The Library Assistant will answer directly to the Library Director, or in their absence, supervisory staff.

Qualifications: Candidates must have excellent patron and community relations and proficiency with current technologies; must have experience with Microsoft Office and G Suite. Experience working in a public library is highly desirable. Being able to shift from one project or task to another is a must.

Closing Date: Until position is filled.

Salary: \$18.00 per hour, (up to 15/19hrs) may include rotating weekends and occasional evenings. Increased hours are available during the summer months and when desk coverage needed, whether planned (*vacations*) or unexpected (*sick days*).

To Apply: Submit a resumé and two *listed* references (*name and phone number are fine*) to Adam Di Filippo, Library Director via email: holdernessfree@gmail.com

Our Website: <https://www.holdernessfreelibrary.org/>

This position is hourly, FLSA non-exempt.

Approved by the Holderness Free Library Board of Trustees on 10/24/2023