

## **East Kingston Public Library - Library Assistant Position**

The East Kingston Public Library is seeking a creative and enthusiastic person to join our team.

The position is part-time and is approximately 10 hours per week, including 2 (two) Saturdays per month and 2 (two) evenings per week.

Starting pay: \$15.00

### **Responsibilities:**

The Library Assistant helps keep the library running smoothly during daily operations.

In this roll you will:

- Ensure all people feel welcome at the Library
- Build rapport with customers to enrich their Library experience
- Oversee Library pages
- Perform daily Library tasks (such as opening and closing the library, answering the phones, etc)
- Perform daily circulation tasks:
  - Assist with inter-library loans
  - Check in/out library materials
  - Assist patrons in daily activities
  - Help patrons locate library materials (physical and digital)

This position performs duties requiring adherence to standards of accuracy, timeliness, sound judgement, initiative, attention to detail, tact and confidentiality.

### **You will need to be:**

- Friendly and able to work with the public
- Capable enough to work with minimal direct supervision
- Able to shift gears at any moment and work with interruptions

### **You will need to have:**

- High school diploma (or equivalent)
  - Some college coursework preferred
- Library experience preferred
- Customer service experience
- Adequate computer literacy skills
- Strong communication, writing and speaking skills
- Ability to stand, sit, bend and reach
- Ability to lift boxes of books and push book carts weighing upwards of 30 pounds

**Please send cover letter and resume to:**

**[directoreastkingston@gmail.com](mailto:directoreastkingston@gmail.com)**

**or**

**47 Maplevale Road, East Kingston NH 03827**