



PATRON SERVICES ASSOCIATE – PART TIME

"We are passionate about making a difference in our community, one person at a time, by enriching lives and empowering people through relevant, accessible, high quality library services."

That's the library's mission. We want energetic, compassionate, and fun people to help us fulfill it.

We are looking for someone special to work as a Patron Services Associate.

- 24 to 28 hours per week; \$16.50/hour.
- Includes 1 or 2 evenings per week (Monday-Wednesday, till 7pm)
- At least 1 Saturday per month (9am-1pm)

This is a job you'll love:

You will assist people of all ages at the library's Circ Desk. You help our visitors discover all the library has to offer.

- You answer questions that are asked in person, by phone, or via e-mail. You especially enjoy helping people find a new book to read or a movie with their favorite actor!
- You use a computer to find library materials (here and through MelCat interlibrary loan), place reserves, renew items, and take requests.
- You lower the stress level of our computer and smart phone users by cheerfully assisting with email, Word, printing, scanning, and faxing.
- You help make patrons aware of upcoming library programs, and assist them with registering!
- You welcome new patrons of diverse backgrounds to the library and help them get set up with library cards and information about resources.
- You assist senior staff with processing new materials and expediting interloan materials.
- You connect patrons to the wider community by referring them to area agencies which provide services, opportunities, and enrichment.
- You thrive on keeping busy, prioritizing among varied circulation desk tasks and juggling them flawlessly with patron assistance.

Do you have what it takes?

- Some college preferred; public library experience preferred.
- Computer literacy with MS Office proficiency required.



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- Ability to communicate effectively with the general public both orally and in writing.
- Ability to stand walk crouch stoop squat twist climb and push/pull up to 50 pounds and lift up to 25 pounds.

How to apply

- Send your resume and references to Jennie Willard at jwillard@parchmentlibrary.org
- **Deadline:** October 27, 2024