

NOW HIRING

Circulation Assistant

14 hours per week, \$13 per
hour

Basic Functions:

- Assists in performing the basic clerical and custodial operation of the library.
- Sends overdue notices, helps prepare displays, registers borrowers, shelves books, and possesses typing skills.
- Willing to help take over, and plan programs for the library.
- Assists patrons in locating materials.
- Keeps library material in proper order and other duties as assigned by the Library Director.

Special Requirements:

- Neat and clean in appearance.
- Communicates accurately, and courteously with staff and public.
- After orientation, demonstrates an understanding of library policies.
- Always willing to grow and open to feedback.

Minimum Requirements:

- High school diploma.
- Available to work most or all weekends.
(Friday, 10-5 and Saturday 9-1)

Please send a detailed cover letter and resume to
Library Director, Abbie LaFontaine:
lovemylibrary@live.com