

Come Work with Us!

Library Associate Part-time, Nesmith Library

Title: Library Associate, Nesmith Library, Windham NH

General Summary: This is a part-time, approximately 12 -15 hrs/week position that will require one week day shift, and 3 of 4 Saturdays and Sundays per month in a rotation.

This position is ideal for a teacher with the possibility of extra hours in the summer.

The Library Associate will be responsible for delivery of friendly, high-quality public service in a public library setting. Performs routine tasks associated with the operations of the Nesmith Library. This position performs duties requiring adherence to standards of accuracy, timeliness, tact and confidentiality. Primary responsibility is greeting the public, checking in and checking out library materials, processing library card applications, assisting the public with other library services and answering questions both in person and over the phone.

Education and Experience:

Bachelor's degree.

Previous library or customer service work experience preferred.

Other combinations of education and work experience may be considered.

Responsibilities: Please see full job description at nesmithlibrary.org

Closing Date: Open until filled.

Salary: Grade 9 Step 1, \$22.972/hr.

Address: Please send cover letter, resume, and 3 references to: Sylvie Brikiatis, Director, Nesmith Library, 8 Fellows Rd. Windham, NH 03087

director@nesmithlibrary.org