



## TOWN OF GROTON

173 Main Street  
Groton, Massachusetts 01450-1237  
Tel: (978) 448-1145  
Fax: (978) 448-1115

### **Position Available @ the Groton Public Library: CHILDREN'S LIBRARY ASSISTANT I Part-Time, 8 Hours per Week (on average)**

The Groton Public Library is seeking a bright, enthusiastic, customer service-focused and detail-oriented team player to work in our Children's Department.

Responsibilities include welcoming patrons, performing circulation activities, assisting patrons with children's books and library resources and events, and working on various projects and activities that support the department and GPL.

Excellent customer service skills required, as well as a keen attention to detail. Must be comfortable with computers, but also love books, reading, and learning. Must possess the ability to multi-task, serve all patrons and staff, and focus on detailed tasks – while simultaneously being aware of what's going on amidst regular interruptions in a noisy and at times challenging environment.

The right person will love working with children of all ages, as well as parents, grandparents, caregivers, and educators. The best candidate will be a cheerful, warm, friendly, and helpful presence in our beloved Children's Room. Familiarity with children's literature highly desirable. Creativity a plus. Library experience strongly preferred.

Work Thursdays 10-1, Fridays 3-6, and every 3<sup>rd</sup> Saturday, 10-5, year-round. Other weekday and evening hours, plus summer and Sunday fill-in hours regularly available. Pay \$17.65-\$18.00 per hour to start. A high school diploma or equivalent is required.

Please submit an Town of Groton Employee Application (available online at [TownOfGroton.org](http://TownOfGroton.org)) to the Human Resources Director, 173 Main St., Groton, MA 01450. Fax: 978-448-1115. Email: [HumanResources@TownOfGroton.org](mailto:HumanResources@TownOfGroton.org).  
by Friday, May 25, 2018.

*Posted 5/4/18*