



TOWN OF GROTON

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

Position Available @ the Groton Public Library: CIRCULATION LIBRARY ASSISTANT I Part-Time, 10 Hours per Week

The Groton Public Library is seeking a bright, enthusiastic, customer service-focused and detail-oriented team player to work at our Circulation Desk.

Responsibilities: greet everyone and provide all circulation desk services, including assisting patrons with accounts, using the library's resources, readers' advisory, programs info., room bookings, museum passes, and more!

Excellent customer service skills are required. A keen attention to detail is required. Must be comfortable with technology, but also love books, reading, and learning. Must possess the ability to juggle multiple points of service, detailed tasks, and regular interruptions all at the same time. Library experience is strongly preferred.

Work one weekday shift, one evening shift each week, and every third Saturday. Additional fill-in and/or Sunday hours regularly available. Pay starts at \$17.65 per hour. A high school diploma or equivalent is required.

Please submit a Town of Groton Employee Application (available at townofgroton.org) to Human Resources, Town Hall, 173 Main St, Groton, MA 01450. Any inquiries can be made to the Human Resources Director by email at HumanResources@TownofGroton.org or by phone at 978-448-1145.

Please submit applications by Friday, August 11, 2017