



TOWN OF GROTON

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

Position Available @ the Groton Public Library: SUNDAY & SUMMER CIRCULATION ASSISTANT I (Part-Time) Work Sundays (Sept-May), Summer, and Other Fill-In Hours

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

Responsibilities: greet everyone and provide all Circulation Services, including assisting patrons with accounts, using the library's resources, readers' advisory, event info., room bookings, museum passes, and much 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 at least 2 Sundays per month, Sept to May, and fill in during summer and weekday hours throughout the year. Pay starts at \$17.65-\$18 per hour to start. 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, May 25, 2018.

Posted 5/11/18