



STONINGTON FREE LIBRARY

Library Assistant – Part Time

The Stonington Free Library seeks an enthusiastic and tech-savvy team player with excellent customer service skills and a commitment to the importance of the library in the community. This is a part time position 17.25 to 20.75 hours per week. Work schedule is Tuesdays 9:30 to 6, Wednesdays 9:30 to 2:45, Thursdays 9:30 to 1:30 and Saturday rotations 9:30 to 1. Hourly rate is \$14.00. Benefits include sick, holiday and vacation days.

Responsibilities include, but are not limited to:

- Delivery of excellent customer service to all ages
- Assist patrons in person and over the phone
- Introduce patrons to all library services, collections and technology
- Provide reference services and reader's advisory
- Issue library cards
- Check materials in and out
- Help manage holds, overdue items and interlibrary loan requests and returns
- Collect fines
- Provide internet, email, copying, printing and other technology assistance
- Update website, social media and community calendars

Successful candidate must be a team player with strong technology skills, positive attitude, enjoys working with the public, self-motivated, reliable, flexible and able to multi-task. High school diploma and technology skills required. Prior library experience, college degree and familiarity with library technology are a plus.

Send cover letter, resume and three professional references to:
search@stoningtonfreelibrary.org by March 23.