



### **Part-Time Library Assistant**

Greenwich Free Library seeks an enthusiastic, detail-oriented person with customer service and library experience to assist with circulation and onsite events. This position is part-time (10-12 hours per week), and applicants should be available Tuesday, Wednesday, and Thursday afternoons/evenings. Wage is \$16 per hour, and includes paid time off.

#### **Duties:**

- Conduct check in/checkout procedures for library material
- Interact with and assist Library patrons with check in/checkout of materials and general questions.
- Shelf books and perform regular shelf-reading
- Help organize and set up for evening events
- Provide clerical assistance for programs in the library as assigned
- Prepare library for closing
- Assist patrons with computers, faxing, and printing
- Take payments for lost and damaged materials and library services
- Answer phone
- Other duties as assigned

#### **Qualifications:**

- Experience in a customer-service-oriented position
- Outstanding communication and interpersonal skills
- Ability to learn and use library automated systems
- Strong organization and planning skills
- Willingness to solve problems independently
- Ability to perform detailed, accurate work with little supervision
- Ability to lift objects and move furniture up to 25 pounds
- Some college coursework or some library experience preferred

Candidates should send a resume to Sarah Murphy at [smurphy@sals.edu](mailto:smurphy@sals.edu)  
Greenwich Free Library is an equal opportunity employer.