



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, 8.75 Hours per Week (Average)

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

Responsibilities include greeting 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 library.

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 two weekday shifts and every third Saturday year-round. Other fill-in hours, including summers and Sundays, often available. Library hours and job duties subject to change during the public health crisis. Pay starts at \$18.82 per hour. A high school diploma or equivalent is required.

Please submit a Town of Groton Employee Application (available online at TownOfGroton.org) to the Human Resources Director, 173 Main St., Groton, MA 01450. Email: HumanResources@TownOfGroton.org by October 23, 2020.

10/7/2020