

Library Assistant (Part-time)

Killingworth Library Association <https://killingworthlibrary.org>

Job Overview:

We're seeking a friendly, tech-savvy Library Assistant with a "can-do" attitude. If you are passionate about creating a welcoming and dynamic library environment and ready to jump in where needed to ensure excellence for our library operations, then we want to hear from you!

Responsibilities:

As a Library Assistant, your primary responsibilities will include:

- Performance of circulation duties, including issuance of new library cards, placing holds on materials, and processing interlibrary loans.
- Re-shelving books and other materials.
- Handling incoming calls with professionalism and courtesy.
- Creating engaging content for flyers and social media platforms.
- Assisting patrons with reference and technology questions as needed.
- Engaging with patrons to promote and provide information about upcoming programs and services the library offers.
- Assisting with programming as needed.
- Opening or closing the library according to procedure.

Qualifications:

- High school diploma or equivalent; library experience preferred.
- Strong personal computer skills are essential, as well as adaptability in learning new technology and software.
- Familiarity with Evergreen ILS is a plus, though not required.
- Excellent communication skills and a friendly, helpful demeanor.
- Previous experience emphasizing active listening and empathetic response to patron needs.
- A team-oriented mindset, willing to pitch in wherever needed.
- Proven ability to multitask effectively, managing several tasks and patron inquiries simultaneously.
- Demonstrated problem-solving abilities to address challenges and find effective solutions.
- Strong attention to detail, crucial for cataloging and locating library materials accurately.

- Excellent organizational skills, allowing for efficient management of library resources and tasks.
- Patience and ability to work effectively with diverse populations, including children and adults of all ages.
- Familiarity with library classification systems, such as Dewey Decimal Classification, to organize and retrieve materials.
- Physical stamina for standing, walking, and lifting books or other library materials.

Schedule:

This role is approximately 10 - 15 hours a week. We are looking for someone who has open availability primarily during weekday evenings (until 7 pm) and on Saturday mornings (until 1 pm). Hours may vary depending on volunteer availability, programming coverage needs, and otherwise, so some flexibility would be ideal.

Compensation:

Starting wage for this role ranges from \$16 - \$18 per hour, depending on experience. This role provides a great opportunity to gain hands-on experience in library operations and services. This could be an excellent stepping stone for Library Science majors or those seeking to advance their career in this field.

Application Process:

If this sounds like a great fit for you, please email your cover letter and resume to Ben Sodergren at bsodergren@killingworthlibrary.org. Applications are accepted on a rolling basis until the position is filled.

The Killingworth Library Association is an Equal Opportunity Employer. We encourage individuals of all backgrounds to apply as we strive to maintain a diverse and inclusive workplace.