

Library Aide, THE HAMILTON MEMORIAL LIBRARY (Chester)

The Hamilton Memorial Library in the beautiful small town of Chester, MA, is looking for a:

Library Aide

Duties will include:

- All circulation functions (checking materials in and out; assisting patrons on public computers and with the use of general office equipment; registering patrons for new library accounts, placing and processing holds, answering/directing phone calls)
- Shelving materials, shelf reading
- Assisting with cataloging and ILL processing
- Helping with publicity of programs, meetings, announcements and social media
- Programming support
- Other reasonable job-related duties as requested by the Director

Qualifications

High School Diploma, or any equivalent combination of experience and/or training that provides the required knowledge, skills and abilities upon approval of the Library Director. Excellent written and oral communication skills; customer service experience with ability to deal tactfully and courteously with the public; excellent computer skills including MS Office, Google, social media; very good attention to detail in a multi-tasking environment; ability to maintain confidentiality with records and information; ability to make minor decisions in accordance with library policies and procedures; adaptability to work efficiently and independently with limited supervision but also as part of a team; ability to bend, sit, stand for prolonged periods of time, lift and carry up to 40 pounds; an appreciation of the purposes and functions of the public library.

Full/Part Time

Part Time, 6-9 hrs a week.

Salary

\$13.50 Hr

Closing Date

March 13, 2021

How to Apply

Submit a cover letter and resume to the Director at Directorchesterlibrary@gmail.com. Town of Chester is an Equal Opportunity Employer.