

# Whiting Library

Chester, VT

## PART-TIME LIBRARY ASSISTANT

18 Hours/week - Tuesday & Wednesday – 10 AM – 3 PM,  
Friday & Saturday – 10 AM – 2 PM

In this position you will assist with the day-to-day operation of the library, including Circulation Services, Technical Services, and Public Service.

### **Responsibilities and Duties to Include:**

Serves as public's first contact upon entering the library. Must be open and welcoming to patrons.

Search shelves for holds, as well as well as lost, missing and claimed return items.

Assist patrons with photocopier(s).

Maintains displays and shelving locations of library materials.

Maintains appearance of book sale area.

Assists with special projects and other duties as assigned.

### **Minimum Qualifications:**

High school diploma and relevant work experience preferred.

Requires computer skills, dependability, friendliness, willingness to learn new skills, patience and the ability to work with the public.

Full Job Description available upon request.

Come to the Library to get an application, or send letter of interest with a resume to:

Whiting Library

117 Main Street

Chester, VT 05143

Attn: Board of Trustees