

## JOB POSTING

### Library Aide Position

The Kelley Library is seeking an individual to perform non-professional library work at the Children's Room circulation desk, providing courteous and helpful customer service to patrons of all ages while performing circulation duties. Responsibilities include circulation, basic reference and basic collection maintenance under the direction of the Head of User Services and the Head of Youth Services. The library is looking for someone with strong customer service skills, the ability to work with a team and independently, and a solid understanding of the value of library services for youth of all ages; babies through teens, and their caregivers.

This is a temporary part-time position, approx. 16-20 hours a week with afternoon shifts (12:30 – 4:30 PM) and Saturdays (10:00 AM-2:00 PM). The start date is Monday, June 10, 2024 through the end date of Friday August 30, 2024. Rate of pay is \$18.39 hr. Complete job description and application form available at [www.kelleylibrary.org](http://www.kelleylibrary.org). Please submit application and resume to Natalie Ducharme, Director, or email [nducharme@kelleylibrary.org](mailto:nducharme@kelleylibrary.org).

Experience in libraries preferred and/or relevant experience with children preferred. Customer service experience preferred, with the ability to work positively with the public and staff.

Approx. 16-20 hours weekly; Afternoons and Saturdays.