

JOB POSTING

Library Aide Position

The Kelley Library is seeking an individual to perform non-professional library work at the circulation desks, both Adult and Childrens. This individual will provide courteous and helpful customer service to patrons of all ages, while performing circulation duties. Responsibilities include circulation, 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 all ages.

This is a part time position, approx. 8-12 hours a week with evening shifts and rotating Saturdays. Position is open until filled. Rate of pay is \$15.86. EOE. Complete job description and application form available at www.kelleylibrary.org. Please submit application and resume to Natalie Ducharme, Director, or email nducharme@kelleylibrary.org.

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

Approx. 15 hours weekly; Evenings and rotating Saturdays.