



## **STONINGTON FREE LIBRARY**

### **Weekend Library Assistant – Part Time**

Stonington Free Library is pleased to be open to the public on both Saturdays and Sundays, and seeks an enthusiastic and tech-savvy team player with excellent customer service skills and a commitment to the importance of the library in the community. The current opening is a part-time position, rotating Saturdays or Sundays from 9:30 a.m. to 3:00 p.m., with potential for some weekday shifts. Hourly rate is \$16.35. Benefits include sick, holiday and vacation days.

Responsibilities include, but are not limited to:

- Deliver excellent customer service to all ages
- Assist patrons in person, by email and over the phone
- Introduce patrons to all library services, collections and technology
- Provide reference services and reader's advisory
- Issue library cards
- Check materials in and out
- Help manage holds, overdue items and interlibrary loan requests and returns
- Provide copying, printing, faxing and other technology assistance

The successful candidate must be a team player with strong technology skills and a positive attitude. Must be self-motivated, reliable, flexible, able to juggle multiple priorities, and must enjoy working with the public. High school diploma and technology skills required. Prior library experience, college degree and familiarity with library technology are a plus.

The Stonington Free Library is an equal opportunity employer and does not discriminate in hiring or terms of employment on the basis of race, gender, age, disability, veteran status, sexual orientation, gender identity or any other characteristic protected by national, state or local law.

To apply, send cover letter, resume, and email addresses for three professional references to [search@stoningtonfreelibrary.org](mailto:search@stoningtonfreelibrary.org).