

Library Assistant

JOB DESCRIPTION

General Description:

The Highgate Library and Community Center is looking to hire a part-time (10-15 hours a week) Library Assistant. The Library Assistant will perform a broad range of tasks including, but not limited to, the following: assisting with program planning and facilitation, library circulation and clerical procedures, and daily tasks assigned by the Highgate Library and Community Center (HLCC) Director.

This position requires a friendly, positive, and energetic personality coupled with creative and innovative thinking. The position requires a general understanding of child and youth development, the ability to interact successfully with all age groups, and a desire to further local community connections. A weekly set schedule is required for this position.

Duties and Responsibilities:

- Facilitating programs/events for the community (all age groups)
- Program and event prep work and planning
- Circulation desk routines such as checking items in and out and searching the library catalog
- Assisting patrons in finding materials to match their reading interests
- Assisting patrons in the use of library resources including the internet, library materials, and programs
- Assisting with the positive promotion of library programs and services
- Shelving materials and keeping shelves neat and accessible
- General clerical work such as answering the telephone and routing calls/messages as necessary
- Performing opening and closing procedures as necessary
- Performing daily tasks to keep the overall library neat, clean, and organized
- Filling in as needed for Highgate Library and Community Center staff to cover vacations/sick time
- Learning the general rules and policies of the Highgate Library and Community Center
- Other duties as assigned

Minimum Qualifications:

- A high school education is required with an Associate's or Bachelor's Degree preferred
- Prior library experience and/or experience working directly with the public, including children
- Requires basic knowledge of library procedures, methods, and techniques
- Computer experience including the use of the Microsoft Office Suite and the Internet
- Must have exceptional communication skills when interacting with patrons in-person or over the phone
- Must be able to work days with some evening and Saturday availability

To apply, please send a resume and cover letter by October 5th to: Highgate Library and Community Center PO Box 76, Highgate VT 05459 or email these items to

librarian@highgatevt.org