



**Hampton Falls Free Library
7 Drinkwater Road
Hampton Falls, New Hampshire 03844**

Job Openings:

Permanent part-time Library Assistant:

The Library needs a permanent part-time Library Assistant to work **SATURDAYS from 10-2** with the opportunity for additional hours providing vacation coverage for Library staff. Duties will primarily consist of assisting customers at the circulation desk, checking library materials in and out, preparing inter library loan items for delivery, assisting customers on the computers, updating the website as needed, and shelving returned materials. Position available until filled. Qualifications are a high school diploma, Bachelor's degree preferred, computer skills, excellent customer service skills, and the ability to work well with both adults and children.

Part-Time Subs:

The Library needs subs for providing vacation coverage for Library staff. Duties will primarily consist of answering customer queries at the circulation desk, helping customers with computers, shelf reading, and shelving returned materials. Positions available until filled. Qualifications are a high school diploma, basic computer skills, excellent customer service skills and the ability to work well with both adults and children.

Interested candidates: Please send cover letter and resume to:
hamptonfalls.library@comcast.net