Part-Time Library Assistant

The Little Falls Public Library is seeking a highly organized, flexible, self-motivated individual to join our team a Library Assistant. The successful applicant will have the ability to deal effectively and courteously with the public and to maintain effective working relationships with co-workers. This individual will have the opportunity to assist with many different tasks in the library.

Responsibilities:

**Shelving and Organization:** Assist in the shelving and organization of library materials, ensuring that the library is neat and orderly.

**Customer Service:** Provide excellent customer service by assisting patrons with their inquiries and helping them find materials.

**Circulation Services:** Check in/out library materials, process holds, and manage overdue items.

**Technology Assistance:** Provide basic technology assistance to patrons, including helping with computer use, printing, and accessing digital resources.

**Programs:** Assist library staff with children and adult programs—preparation, set up, clean up, and assisting participants with program when needed.

Qualifications:

- Excellent customer service and interpersonal skills.
- Flexibility.
- Demonstrate attention to detail.
- Strong communication skills and creative problem-solving skills.
- Computer knowledge is required
- Ability to understand and follow oral and written instruction
- Occasional community outreach
- Ability to multi-task and set priorities, use initiative and work independently
- Library experience is preferred

Up to 20 hours per week—must be flexible. Hourly rate is based on experience.

Interested candidates should email a cover letter, resume, and three professional references to Jennifer Cole, Director, at Cole@littlefallslibrary.org. Applications will be accepted until the position is filled.