

**MOULTONBOROUGH PUBLIC LIBRARY
HIGH SCHOOL LIBRARY PAGE
PART-TIME
NON-EXEMPT**

The Moultonborough Public Library Board of Trustees seeks to hire a friendly, detail-oriented part-time High School Library Page. This position works 4-10 hours per week year-round with potential for additional hours during the summer. The High School Library Page is under the direct supervision of the Head of Library Services and general supervision of the Library Director.

Reports to: Head of Library Services

Hours: Mostly evenings and Saturdays with potential for daytime weekday hours during the summer.

Classification: Part-time, hourly, non-exempt

Specific Duties:

- Circulates library materials using the library's systems and procedures
- Shelves library materials in proper order and helps keep collections neat
- Reads shelves to ensure proper organization of materials and shifts collection to create space for new materials
- Answers basic questions from patrons both in-person and on the telephone
- Assists library staff with regular and special projects
- Performs other duties as assigned.
- Follows library policies and procedures.

Qualifications Required:

- Must be at least 15 years old
- Ability to follow written and oral instructions
- Ability to interact in a positive and effective manner with other employees and the public
- Must be able to learn library systems
- Demonstrate a professional attitude and appearance

To apply for this position, please send a resume and cover letter to Library Director Brittany Durgin at director@moultonboroughlibrary.org. The position is open until filled.