



***Moultonborough Public Library
P.O. Box 150
Moultonborough, NH 03254***

Employment Opportunity: Part-time Library Assistant (7-15 hours)

The Moultonborough Public Library (MPL) is looking for a flexible, positive candidate, who is attentive to details, has creative problem-solving abilities, and excellent customer service skills. Duties include checking in and out library materials, maintaining proper order of library materials in the library and providing general assistance to the public both in person and over the phone.

Schedule of 7-15 hours/week including some Saturdays. Flexibility in scheduling is a plus.

Candidate must be age 18 or older. High school diploma or equivalent required; some college preferred. Competency in computer use including Microsoft Office products and internet searching required. Prior library experience and/or customer service experience preferred.

Position is open until filled. The salary range for this position is \$15.50-17.50 per hour, depending on experience.

To apply, please submit a resume and cover letter to Jo-Ann Roy at libraryservices@moultonbroughlibrary.org.

The full job description is on the library's website (www.moultonboroughlibrary.org). The Moultonborough Public Library is an equal opportunity employer.