



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

Employment Opportunity Substitute Library Assistant

The Moultonborough Public Library (MPL) is seeking a creative, energetic, organized, and engaging person to join us as a Substitute Library Assistant. Applicants should be adaptable, computer literate, be a quick learner, self-motivated, enjoy working with the public, and be available nights and Saturdays.

As a Substitute Library Assistant at MPL, you will find opportunities to work closely with the public in a friendly and vibrant environment. Primary work will be to assist at the Circulation Desk, checking in and out library materials, issuing library cards, and assist patrons in-person, by phone or by email. As a substitute, you may be called upon to fill in for vacation and absences of regular staff members. Work shifts range from three (3) to eight (8) hours depending on the library's needs. You must have a flexible schedule and be able to work nights and Saturdays, as well as some daytime hours.

This is a part-time, as needed position and the salary range is \$15.50-\$17.50 per hour, depending on experience.

To apply send a cover letter, resume, and three (3) references to Deb Hoadley, Library Director, P.O. Box 150, Moultonborough, NH 03254 or email director@moultonboroughlibrary.org with subject line: Substitute Library Assistant.

Full job description available at this link: [SUBSTITUTE LIBRARY ASSISTANT JOB DESCRIPTION](#), or on the library's website, <https://moultonboroughlibrary.org>

Position is open until filled. MPL is an equal opportunity employer.