



TOWN OF GROTON

173 Main Street
Groton, Massachusetts 01450-1237

Tel: (978) 448-1145

Fax: (978) 448-1115



Position Available: Library Assistant – Circulation

Part-Time, Average 6 Hours per Week, at the Groton Public Library

Pay Range: \$21.29—\$30.40/hour, DOE

The Groton Public Library seeks an enthusiastic and customer service-focused person to join our Circulation team.

Schedule

Wednesdays 5-9 PM; every third Saturday 10 AM-5 PM (in rotation). Fill-in hours often available.

Responsibilities

Greet and assist patrons with accounts, borrowing, holds, reservations, and registrations. Support their use of library services, resources, and programs. Check materials in/out, shelve items, and support multiple service points in an ever-fluctuating environment.

Qualifications

- Strong customer service and communication skills
- Excellent attention to detail; able to multitask amid interruptions
- Comfortable learning new software (Symphony, Evergreen, or Assabet exp. a plus)
- Interest in reading and lifelong learning
- Library experience preferred

Requirements

At least 18 years old, with a high school diploma or equivalent.

To Apply

Send a cover letter and résumé (or town application from grotonma.gov) by

- Email to: humanresources@grotonma.gov or
- Mail to: Human Resources Director, Town Hall, 173 Main St., Groton, MA 01450.

Priority given to applications received by **Friday, October 16, 2026**. Open until filled.

The Town of Groton is an Equal Opportunity Employer.