



TOWN OF GROTON

173 Main Street
Groton, Massachusetts 01450-1237
Tel: (978) 448-1145
Fax: (978) 448-1115



Position Available @ the Groton Public Library: CHILDREN'S LIBRARY ASSISTANT I Part-Time, Average 10-12 Hours per Week

The Groton Public Library is seeking a bright, enthusiastic, customer service-focused and detail-oriented team player to work part-time in our Children's Dept.

Responsibilities include greeting patrons, performing circulation activities, assisting patrons with children's books, resources, and events, and working on various activities that support the department.

Excellent customer service skills required. Must be comfortable with computers, but also love books, reading, and learning. Must possess the ability to multi-task, serve all patrons and staff, and focus on detailed tasks amid regular interruptions in a noisy and sometimes challenging environment.

The right person will love working with children of all ages, as well as parents, grandparents, caregivers, and educators. The best candidate will be a cheerful, warm, friendly, and helpful presence in our beloved Children's Room. Familiarity with children's literature highly desirable. Creativity a plus. Library experience preferred.

Work 2-3 weekday shifts and every third Saturday year-round. Some scheduling flexibility ideal. Other fill-in hours available, especially summers and Sundays. Pay \$19.68-\$28.09 per hour, DOE. A high school diploma or equivalent is required.

To apply, please send resume, cover letter, and job application and submit to Human Resources, Town Hall, 173 Main St, Groton, MA 01450 or to mdoig@grotonma.gov. For questions please call 978.448.1145.

Deadline for applications May 10, 2024

The Town of Groton is an Equal Opportunity Employer

4/19/2024