



## TOWN OF GROTON

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



**Position Available @ the Groton Public Library:**

**LIBRARY ASSISTANT, Sundays in Circulation**

**Part-Time, 2 or more Sundays per month, Sept-May**

The Groton Public Library seeks an enthusiastic, customer-focused team member to join our Circulation Department. This position requires working at least two Sundays per month (September–May), 1–5 pm, with additional fill-in hours often available.

**Responsibilities:** Assist patrons with accounts, borrowing, holds management, reservations, and using library services, resources, and programs. Check materials in/out, shelve items, and support multiple service points in a busy environment.

**Qualifications:**

- Strong customer service skills and attention to detail
- Comfortable with technology and learning software systems
- Strong interest in reading, learning, and helping others
- Ability to multitask with frequent interruptions
- Library experience preferred; experience with Symphony or Assabet a plus

**Requirements:** Must be at least 18 years old with a high school diploma or equivalent.

**Pay Rate:** \$20.67–\$29.51 per hour, based on experience.

**To Apply:** Submit cover letter with résumé or town application (available at [grotonma.gov](http://grotonma.gov)) to [humanresources@grotonma.gov](mailto:humanresources@grotonma.gov) or mail to Human Resources Director, Town Hall, 173 Main St., Groton, MA 01450.

Applications received by **Friday, January 2, 2026** given first consideration. Position open until filled.

Questions? Call Human Resources at (978) 448-1145. Job description available by request.

*The Town of Groton is an Equal Opportunity Employer.*