

Temporary

Help Wanted

Part-time Library Assistant

The Town of Ashby is seeking candidates for the **temporary** position of Part-time Library Assistant, 7 hours per week at the Ashby Free Public Library. This is a part-time non-benefited position lasting only **3 months**.

The Part-time Library Assistant qualifications include:

Ability to work well with library patrons, including children, parents and their caregivers.

Ability to learn and use a computerized library catalog system and related equipment.

Being proficient in Microsoft Office Suite and social media platforms.

Ability to lift 30 pounds.

Candidates must be reliable, flexible, friendly, and able to work independently as well as part of a team. Should possess excellent customer service skills.

High school diploma required. Prior experience working in a library is preferred. College degree and/or experience working with the public is desired.

Wage starting at \$13 per hour.

Please send or email application letter, resume and two references by **Nov. 15, 2017** to:

Mary Murtland, Director
Ashby Free Public Library
812 Main Street
Ashby, MA 01431
mmurtland@cwmares.org