



Town of South Berwick

180 MAIN STREET
SOUTH BERWICK, MAINE 03908-1535
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EMPLOYMENT OPPORTUNITY

Library Assistant Part Time 12 Hours a Week

The Town of South Berwick is accepting applications for a friendly, energetic, detail-oriented team member to fill the Part Time Library Assistant position. This is a 12 hour a week position working on Tuesday evenings (4-8), Thursdays (9-5) and some Saturdays with the possibility of additional hours when filling in for absent library staff.

Must have excellent communication and interpersonal skills, strong technology skills and knowledge and the willingness and ability to learn and retain new skills.

Undergraduate education is preferred and customer service experience is desired.

Responsibilities include: serving patrons via a variety of means; assisting patrons using the public computers, performing circulation desk tasks such as checking material in and out, processing reserves and holds, processing loans to other libraries, performing opening and closing procedures, and shelving materials accurately.

Wage range is \$12.31 to \$16.78.

Position will remain open until filled.

Applications and more information can be found on the Town website: www.southberwickmaine.org under the Human Resource Department tab or in the Town Clerks office at 180 Main Street on the 2nd floor. Please return them with a cover letter and a resume to Deanna Remick at dremick@sbmaine.us and to Karen Eger at keger@southberwicklibrary.org or fax to 207-384-3303.

Applications will be accepted through July 31, 2019.

EOE