

Library Page (Hollis, NH)

The Hollis Social Library is seeking applications for our open Library Page position.

We are looking for candidates who are detail oriented, with good organizational skills, and have customer service experience. The major emphasis of this position is the re-shelving of Library materials. Hours may include afternoons, evenings, or weekends. The Library is a great place to work after school!

Primary Job Duties

- Shelf all Library materials; straighten materials on shelves as needed;
- Maintain the Library and its collection in good order by picking up and reshelving materials used in the Library;
- Shelf read Library materials to ensure they are in correct order;
- Maintain orderly rooms; pick up and put away items that are out of order; pick up toys in children's room, etc.;
- Empty book drop throughout shift, especially at the beginning and end of shift;
- Provide excellent customer service when interacting with the public.

Qualifications

To perform this job successfully, an individual must be able to perform each essential function. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Requirements:

Individual should be at least 16 years old; should possess basic computer skills; attention to detail; organizational skills; must be able to work a regular weekly schedule that may include evenings and weekends.

The Hollis Social Library is committed to equal opportunity and encourages diversity and inclusion. We welcome all to apply.

Position Details:

Hours: 4 hours/week.

Hourly wage: \$13.50/hour

Closing date: Open until 10/25/2024

Apply online at: <https://www.hollislibrary.org/get-involved/employment-opportunities/>

Or email letter of interest, resume, and 2 references to Tanya Griffith at:

Director@hollislibrary.org