**Circulation Assistant (Hollis, NH)**

The Hollis Social Library is seeking applications for our open Circulation Assistant 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 to create a courteous pleasant first impression of the Library to visitors, assist users with inquiries, manage patron accounts, and re-shelve Library materials.

**Primary Job Duties**
- Provide excellent customer service when interacting with the public;
- Manage patron accounts;
- Check library materials in and out to patrons;
- Shelve all Library materials; straighten materials on shelves as needed;
- Empty book drop throughout shift, especially at the beginning and end of shift.

**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 must be a high school graduate or have a GED. One-year library work or clerical experience working with the public. Must have attention to detail; basic computer skills; ability to maintain a professional demeanor; ability to follow written and oral instructions; ability to learn Dewey Decimal system, ability to learn automated circulation system; ability to follow library policies and procedures. Must have flexibility to deal with multiple tasks and patrons simultaneously. Must be able to work a regular weekly schedule.

The Hollis Social Library is an Equal Opportunity Employer.

**Position Details:**
Hours: 6 hours/week. Plus Saturday rotation substitute.
Schedule: Tuesdays & Thursdays, 10:30am-1:30pm (Schedule negotiable).
Hourly wage: $15.30/hour
Closing date: Open until 4/4/2025.

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