

Library Assistant – Youth Services

Do you like to shake your sillies out? Are you a dragon master with wings of fire? If so, Falmouth Memorial Library is looking for you to join our team as a part-time Youth Services Library Assistant! Our bustling children's area needs another creative and friendly staff member who likes interacting with babies, toddlers, children, tweens, teens and their caregivers. We are looking for someone familiar with children's literature and able to provide reader's advisory, especially late elementary school to middle school, someone who likes to organize and help keep the space looking cheerful and neat, and someone who is not afraid to jump in and help run programs when needed.

This open position is 16 hours per week, with pay starting at \$19.00/hour, depending on skills and library experience. Additional hours may be available to cover vacations and other planned staff absences. Part-time positions include pro-rated vacation and sick time benefits. Computer literacy, including working knowledge of PC operating systems, e-readers, tablets, etc. is required. The position requires moving around the library, which includes bending and stretching to shelve items, and lifting materials (up to 25 lbs.). The majority of a shift will be spent working at a service desk and interacting with patrons and staff. Previous experience working with children is required. Previous customer service and/or library experience is preferred.

Please submit a cover letter and resume via email to Andrea Cleland, Head of Youth Services, acleland@falmouthmemoriallibrary.org. Applications will be reviewed starting December 1st and will continue until the position is filled. Preference will be given for candidates able to work Monday mornings and Wednesday afternoons during the after-school rush with other shifts as assigned.

Library Assistant – Circulation

Falmouth Memorial Library, in beautiful coastal Falmouth, Maine, is seeking a part-time Library Assistant for our Circulation Department. This open position is 16 hours per week, with pay starting at \$19.00/hour. Position includes pro-rated vacation and sick time benefits. Circulation staff rotate working 1-2 Saturdays per month, and also occasionally provide desk coverage at our children's service desk to cover staff breaks. Additional hours may be available to cover vacations, and other planned or unplanned staff absences. Library hours are M, Tu, Th, Fr, Sa 9:30 am – 5:00 pm, and Wed 9:30 am – 7:00 pm.

Front-line staff are the ambassadors to our library and must be welcoming, friendly, and able to help patrons successfully navigate our Library. Our circulation staff are the first point of contact; they welcome patrons and connect them to the correct staff member or public service desk depending on their needs. We are looking for staff who can handle detailed work while having frequent interruptions and maintain a friendly and helpful demeanor.

Computer literacy, including working knowledge of PC operating systems, e-readers, tablets, etc. is required. The position requires moving around the library, which includes bending and stretching to shelve items, and lifting boxes of interlibrary loan materials (up to 25 lbs.). The majority of a shift will be spent processing materials through our circulation software, setting up carts of materials for shelving and interacting with patrons and staff. Previous customer service is preferred. Previous public library experience is a plus.

Please submit a cover letter and resume via email or mail only (no phone calls please), to Jenna Mayotte, Director, at jmayotte@falmouthmemoriallibrary.org. Applications will be accepted until the position is filled.