



## TOWN OF GROTON

173 Main Street  
Groton, Massachusetts 01450-1237  
Tel: (978) 448-1145  
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### **Position Available @ the Groton Public Library: SUNDAY CIRCULATION ASSISTANT Part-Time, 2 or More Sundays per Month, Sept-May**

The Groton Public Library seeks a bright, enthusiastic, positive, and customer service-focused team player to work at our Circulation Desk at least two Sundays per month, Sept-May, 1-5 pm.

**Responsibilities:** Greet everyone and provide all circulation desk services - assist patrons with accounts, resources, readers' advisory, programs, room bookings, museum passes, handle all materials, and more.

Excellent customer service skills and a keen attention to detail are required. Must be comfortable with technology but also love books, reading, learning, and engaging with others. Must be able to juggle multiple points of service, detailed tasks, and regular interruptions simultaneously. Library experience strongly preferred. Circulation experience highly desired. Experience with the Symphony circulation system and Assabet online software a big plus.

Work at least 2 Sundays per month, Sept-May, 1-5 pm. Additional fill-in hours often available. Pay \$20.07 per hour. A high school diploma or equivalent is required. Some college preferred.

Please submit a Town of Groton Employee Application (available at [grotonma.gov](http://grotonma.gov)) to Human Resources, Town Hall, 173 Main St, Groton, MA 01450. The Human Resources Director can be contacted at 978-448-1145 or [humanresources@grotonma.gov](mailto:humanresources@grotonma.gov).

Applications received by Friday, July 19, 2024, given first consideration, but open until filled.