

Town of Dudley
Pearle L. Crawford Memorial Library
Part-time Library Circulation Aide

The Crawford (Dudley) Library is seeking to hire a part-time Library Circulation Aide. Position is 10-14 hours per week and includes Saturdays from 9:30-2:00 (from September through June). Duties include circulation of books and other library materials; processing interlibrary loans; clerical/administrative tasks; assisting patrons in the use of library technology such as online catalog, Internet, databases and downloadable e/audio-book service. Previous library experience desirable, especially with Evergreen automated system. Minimum of high school diploma or G.E.D. required; one year of work experience, preferably in a library, customer service, or public service environment; or an equivalent combination of education and experience. Must possess excellent customer service, organizational and communication skills. Experience using MS-Office and social media platforms (such as Facebook and Instagram) required. Starting hourly rate is \$15.00/hour. Submit letter of interest, resume and contact information of three professional references via email to kwall@cwmars.org by June 15, 2018.